

DE201 Outline



Office Management

For Accounting Questions

Phone: 471-8802 ***TXMAIL:** ACIC

E-Mail: acic@utxdp.dp.utexas.edu

WWW: <http://www.utexas.edu/business/accounting>

Class Information

For more information on classes, including course profiles, take a look at *TXCLASS:
<http://dpweb1.dp.utexas.edu/txclass/>

Table of Contents

I.	INTRODUCTION.....	4
A.	Accounts & Units.....	4
1.	Accounts.....	4
2.	Units.....	4
3.	How they relate to electronic offices.....	5
B.	Basic Electronic Office Elements.....	6
C.	The US1 Command.....	7
1.	The US1 Screen.....	7
2.	Actions in US1.....	8
a.	NEW.....	9
b.	DEL.....	9
c.	LIS.....	10
d.	SEA.....	11
e.	AUT.....	17
II.	OFFICE MANAGERS & DELEGATES.....	17
A.	Overview.....	17
B.	Assigning Office Managers & Delegates.....	18
C.	Who Can Assign Office Managers & Delegates.....	19
III.	ELECTRONIC DESKS.....	20
A.	Types of Desks.....	20
1.	Desk.....	20
2.	Public Desk.....	20
3.	Default Desk of the Office Manager.....	20
4.	Personal User ID Desk.....	21
5.	Review Desk.....	21
6.	Signer Desk.....	21
B.	Desk Substitutes.....	21
C.	How to Create, Update, and Delete Desks.....	22
1.	Creating a Desk.....	22
2.	Updating a Desk.....	24
3.	Deleting a Desk.....	26
D.	Helpful Hints.....	27
IV.	VIEWS.....	28
A.	Types of Views.....	28
1.	Administrative View.....	28
2.	Empty View.....	29
3.	Master View.....	29
B.	Creating and Updating Administrative Views.....	30
1.	Creating an Administrative View.....	30
2.	Updating an Administrative View.....	32

Table of Contents

3. Deleting an Administrative View	33
C. Creating and Updating Master Views	35
1. Creating a Master View	35
2. Updating a Master View	37
3. Deleting a Master View.....	39
V. COMMAND AUTHORIZATIONS	41
A. Creating New Command Authorizations	41
1. Command Status	44
2. Special Status	46
B. Updating Command Authorizations	47
C. Deleting Command Authorizations.....	49
D. Viewing New Command Authorizations	51
E. Helpful Hints.....	52
VI. ELECTRONIC DOCUMENT ROUTING	53
A. Departmental Routing.....	54
1. Default Departmental Routing	55
2. Variations in Departmental Routing	55
3. Routing Requirements.....	56
4. Helpful Hints	57
B. Dean/Vice President Routing.....	57
1. Setting up Dean/VP Routing.....	57
2. Helpful Hints	58
VII. ELECTRONIC SIGNATURE AUTHORIZATION	58
A. Who Should Sign?.....	59
B. Helpful Hints.....	61
VIII. REPORTS	61
IX. CREATING A NEW OFFICE	63
A. Before you start	63
B. Moving units into an office.....	64
C. What Else Can be Done to Our Office?	64
1. Purchasing (PMM).....	64
2. Departmental Ledger Module (LMM)	65
X. COMMONLY ASKED QUESTIONS.....	65
A. I Can't Access a Command	65
B. I Need To Create Purchasing Documents in My Office	65
C. I Need to Add Someone to a Desk.....	65
D. I Want to Access *DEFINE	66
E. The Office Manager Is Leaving.....	66
F. What is That Desk/View For	67
G. We Need to Process Electronically	67

Table of Contents

H. I Need to Create a New Office.....	68
APPENDIX I: GLOSSARY	69
APPENDIX II: OFFICE CHECKLIST	73
APPENDIX III: OFFICE SETUP QUIZ.....	74

I. INTRODUCTION

The word "office" can be used to refer to a place where a person conducts business. Each of us works in an office somewhere on or off campus. Your office probably has walls, desks and maybe even windows!

However your office looks, it usually has people that work in it, accounts that pay for salaries and supplies, and file cabinets to store financial information. Each office usually also has at least one person responsible for overseeing office activities.

A *DEFINE electronic office mimics the same basic organization of our physical offices. Although it does not have walls and floors, an electronic office in *DEFINE does have a specific structure. And like a physical office, it is used to conduct business. The difference is that the business is conducted electronically.

Office creation and maintenance is done in the *DEFINE US1 command. All electronic security is maintained within this one command. And you, as the office manager or delegate, are in control of this security! This handout is designed to explain each piece of an electronic office and how it relates to the others.

A. Accounts & Units

Before we start explaining electronic offices, it is necessary for you to be familiar with ACCOUNTS and UNITS. These are basic elements of the accounting system and are also important pieces of electronic offices. This section is basic information about accounts and units. A general knowledge of them is all you need to understand electronic office set up. Detailed definitions of ACCOUNT and UNIT can be found in the *DEFINE PF10 glossary. For additional information about accounting in general, enroll in class DE 301, Introduction to University Accounting I.

1. Accounts

An account is a 10-digit number used for recording accounting transactions. Account numbers are set up by the Office of Accounting. Every account number is unique and represents a unique set of funds. Example: 19-0220-0151, 19-0020-0195

A budget group is a group of subsidiary accounts that have the same first 8 digits. Example: 19-0220-01

The last 2 digits of the 10-digit account number are called a subaccount (also referred to as a "budget category"). A budget group may have many subaccounts.

Every employee gets paid from an account. Cash receipt deposits are made into an account. When you want to buy something, it is charged to an account! Before you know it, you will have memorized all of your frequently used account numbers!

2. Units

A unit is an official University entity. It can be an academic or administrative department, research center, or individual project director. A 7-digit unit code is setup for each official entity of The University.

The first 4-digits of the unit code indicate the department or area. The last 3-digits, referred to as subunits, further divide the department into units for individuals (i.e., project directors) or other programs/projects (such as a continuing education division within a college). The "000" subunit is reserved for the official University department as recognized by the Office of the President.

Each unit is administered by a unit head. For an official unit (those ending with "000"), the unit head is the chairman, director, dean, vice president, etc. Unit heads of official units retain signature authority for all subunits within that unit. For subunits, the unit head is an administrator assigned responsibility for a subdivision of the unit. These unit heads assume signature authority of accounts for their particular subunit.

Each unit is assigned a unit level indicating where it falls in the organizational hierarchy. Subunits not ending in "000" report to the unit with the same first four numbers that end in "000". For example, 5100 has been assigned to the Office of Accounting. Unit code 5100000 is the official unit for the Office of Accounting. 5100001 is a subunit within the Office of Accounting. This subunit "reports to" unit 5100000. Units can be viewed in the GG5 command:

```

*DEFINE          UNIT CODES - UNIT CODE ORDER - GG5          Year 97 98
Command: GG5    Account: _____ Misc: 5100000_____    Month: JUL
=====
Unit            Title            Administrator            SSN
-----
- 5100 000      OFFICE OF ACCOUNTING  HENSON, JIM            111111111
- 5100 001      STUDENT ACCOUNTING   HENSON, JIM            111111111
- 5103 000      OFF OF ACCT - UNIV  HENSON, JIM            111111111
- 5103 001      OA-MILLER            HENSON, JIM            111111111
- 5103 002      OA-PAYROLL RECON    HENSON, JIM            111111111

```

An official unit reports to a higher level in the University hierarchy. For example, the Office of Accounting (5100000) reports to the University Controller (5050000), who in turn reports to the Vice President for Business Affairs (5040000), who in turn reports to the President (5000000). The reporting hierarchy for a unit code can be viewed in the GG6 command:

```

*DEFINE          UNIT CODES - "REPORTS TO" LISTING - GG6      Year 97 98
Command: GG6    Account: _____ Misc: 5100000_____    Month: JUL
=====
Unit            Org Level  Unit Administrator      SSN            Unit Name
-----
5100000         5        HENSON, JIM            111111111      OFFICE OF ACCOUNTING
5050000         3        POLO, MARK            444444444      CONTROLLER-POLO
5040000         2        ANTHONY, SUSAN B      555555555      VP-BUSINESS AFFAIRS
5000000         1        ARMSTRONG, NEIL      999999999      OFF OF PRESIDENT

```

3 How they relate to electronic offices

Now that you know what accounts and units are, how do they relate to electronic offices? Simply put, unit codes are groups of accounts. Every account that is setup has to be assigned a unit code. Secondly, every unit must belong to someone. When a unit is created, a unit head is assigned to it. The unit head controls the unit and the accounts in it. In order to conduct business electronically in *DEFINE, the unit, that is, the accounts belonging to the unit head, must be moved into (assigned to) an electronic office.

Only the unit head or someone the unit head reports to can control what office a unit is assigned to. When a unit is moved into an office, all of the accounts in that unit are moved into the office. The office then controls who can view and update accounts in the unit. A unit can only belong to one office at a time. If you want access to an account, you must have the unit head agree to move the unit that account belongs to into your office. Moving units will be explained later in Section IX.

B. Basic Electronic Office Elements

This section provides a general overview of electronic offices. The details are discussed later in the outline.

People and accounts are the basic elements of an office. These elements are organized within the office in the following manner:

- Someone needs to be in charge of the office — this is the office manager.
- Someone needs to assist with office management — this is an office delegate.
- People within the office — they are organized on electronic desks.
- Accounts which need to be viewed and updated— they are organized into views.
- People need access to commands in *DEFINE — they are given command authorizations.
- Electronic documents must be routed to signers for approval — they are controlled by master views.

To start, we have people who want to access account information or create electronic documents in *DEFINE. To do this, they must have an electronic office to work within. One person will be the manager of the electronic office and will own it. The office manager can have up to two delegates to assist with office management. The office manager and delegate positions are explained later in Chapter II.

Each office must have a unique name. This name will form the "walls" of the office and all of the other office pieces fit inside. The office manager creates (builds) the electronic office structure. Creating a new office is explained in Chapter IX.

Inside each office there are several types of desks. An electronic desk is just a group of people. Can you imagine sharing a desk with 40 other people? Well, in *DEFINE that is possible! A SIGNER desk is a special type of desk that controls electronic signature authority. The different types of desks and their purposes are described in Chapter III.

Have you ever wanted an office with a view? Well, now you can have lots of views! In *DEFINE, a view refers to a group of accounts. Two types of views are maintained in US1: administrative views and master views. Administrative views are used for giving people access to account information, and master views are used to control document routing. This is explained in Chapter IV.

Electronic documents are used to process accounting transactions. These documents need to route to various people for approval. Document routing is maintained in US1. The steps for setting up routing are explained in Chapter VI. (Note: If you are not familiar with electronic documents, review the HH2 command before setting up your office's routing. The class DE232, Introduction to *DEFINE, is also a good resource.)

This is basically how the pieces of an electronic office fit together! Start thinking about your office — who will work in it, what duties they will perform, and what accounts they need. Knowing these things will make creating an office easier for you!

C. The US1 Command

The US1 command is where all electronic security is maintained. Everything is done within this one command. This section gives a brief overview of this command.

1. The US1 Screen

The US1 command consists of a Cover Sheet and 9 sections. When you first go into this command, you'll see the US1 Cover Sheet. If you are an office manager, the Office Name field will automatically fill in with the office that you're the manager of. If you are not an office manager, you will need to type in an office name in order to access all the sections. This is the screen you'll see if you are NOT an office manager:

```
>>Enter a valid OFFICE name to view or mark Section 1 or "?" in Action<<
*DEFINE          ELECTRONIC OFFICE MANAGEMENT - US1          Year: 97 98
Command: US1     Account: _____ Misc: _____      Month: JUL
=====
Office Name: _____      --COVER SHEET--

Action: ___ Description:

SECTIONS:
_ 1. <--- If you don't know what to do - please mark here.
_ 2. OFFICE
_ 3. Electronic DESKs
_ 4. VIEWS
_ 5. COMMAND AUTHORIZATIONS
_ 6. Electronic DOCUMENT ROUTING
_ 7. Electronic SIGNATURE Authorization
_ 8. DEPARTMENTAL CODING
_ 9. Submit Reports

-- 0 UT Austin ----- PF1=Options ----- PF8=Exit ----- 7/25/98 3:57 PM --
```

When Office Name is left blank, the only sections available to use are 1 and 2. You must enter an office name in order to access sections 3 through 9.

Type a valid office name in the Office Name field and press ENTER. The office manager and delegates for the office you've requested will be displayed.

```
>>Please select an ACTION, mark section(s) or enter a "?" in ACTION for help
*DEFINE          ELECTRONIC OFFICE MANAGEMENT - US1          Year: 97 98
Command: US1     Account: _____ Misc: _____        Month: JUL
=====
Office Name: 5100ET_____ --COVER SHEET--

Action: ___ Description: EDUCATION AND TRAINING

      Electronic Office Manager: ACHBS HARRIET B STOWE 471-2797
      Delegates: APMC MARIE CURIE 471-2805

SECTIONS:      _ 1. <--- If you don't know what to do - please mark here.
                _ 2. OFFICE
                _ 3. Electronic DESKs
                _ 4. VIEWs
                _ 5. COMMAND AUTHORIZATIONS
                _ 6. Electronic DOCUMENT ROUTING
                _ 7. Electronic SIGNATURE Authorization
                _ 8. DEPARTMENTAL CODING
                _ 9. Submit Reports

-- 0 UT Austin ----- Pfl=Options ----- PF8=Exit ----- 7/25/98 4:02 PM --
```

2. Actions in US1

Although an Action field is listed, in most instances an action is not required to use this command. You can maintain your office simply by marking the section you are interested in. To view the actions available, put a "?" in the Action field and press ENTER:

```
>>Please select an ACTION, mark section(s) or enter a "?" in ACTION for help
*DEFINE          ELECTRONIC OFFICE MANAGEMENT - US1          Year: 97 98
Command: US1     Account: _____ Misc: _____        Month: JUL
=====
Office Name: 5100ET_____ --COVER SHEET--

Action: ?__ Description: EDUCATION AND TRAINING

      Electronic Office Manager: ACHBS HARRIET B STOWE 471-2797
      Delegates: APMC MARIE CURIE 471-2805

SECTIONS:      _ 1. <--- If you don't know what to do - please mark here.
                _ 2. OFFICE
                _ 3. Electronic DESKs
                _ 4. VIEWs
                _ 5. COMMAND AUTHORIZATIONS
                _ 6. Electronic DOCUMENT ROUTING
                _ 7. Electronic SIGNATURE Authorization
                _ 8. DEPARTMENTAL CODING
                _ 9. Submit Reports

-- 0 UT Austin ----- Pfl=Options ----- PF8=Exit ----- 7/25/98 4:02 PM --
```

A list of actions will appear:

```

>>Please select an ACTION, mark section(s) or enter a "?" in ACTION for help
*DEFINE          ELECTRONIC OFFICE MANAGEMENT - US1          Year: 97 98
Command: US1     Account: _____ Misc: _____        Month: JUL
=====
Office Name: 5100ET_____ --COVER SHEET--
+-----+
|                                     |
|           Actions Available on this document:           |
|                                                         |
| Enter Action: ____                                     |
| No Action is necessary to view information about an office. |
|                                                         |
| NEW Create a new Office                                     |
| DEL Delete an existing Office                             |
| LIS List all Offices                                       |
| SEA Search for information in *DEFINE                     |
| AUT See the Authorizations you have in *DEFINE           |
|                                                         |
+-----+
|                                     |
|           _ 9. Submit Reports                             |
|                                     |
+-----+
-- 0 UT Austin ----- PFl=Options ----- PF8=Exit ----- 7/25/98 4:02 PM --

```

a. NEW

This action is required when you create a new office. Details on how to create a new office are covered in Chapter IX.

b. DEL

This action is used to delete an existing office. Extreme caution should be used when using this action! It will delete the entire office, including command authorizations and document routing. Note: Only the office manager can delete an office.

To delete an office, type DEL in the Action field and press ENTER. You will see a window like this:

```

*DEFINE          ELECTRONIC OFFICE MANAGEMENT - US1          Year: 97 98
Command: US1     Account: _____ Misc: _____        Month: JUL
=====
+-----+
|                                     |
|           You are about to change or delete Office       |
|                                                         |
|           ***** > 5100ET < *****                   |
| If you delete this Office, you can NOT create           |
| an office with this same name Today. You will          |
| need to wait until tomorrow to use the same name.      |
|                                                         |
|           This will involve deleting connections to     |
|           Authorizations. To confirm this change       |
|           type "CONFIRM" below.                         |
|                                                         |
|           ==> CONFIRM <==                               |
|           Press <CLEAR> to CANCEL                       |
|                                                         |
+-----+
rk here.

```

Type CONFIRM and press ENTER. You will get a confirmation message saying the deletion was successful.

```
>> Your DELETION was successful. Enter another Office <<
*DEFINE          ELECTRONIC OFFICE MANAGEMENT - US1          Year: 97 98
Command: US1     Account: _____ Misc: _____      Month: JUL
=====
Office Name: _____ --COVER SHEET--

Action: ___ Description:

SECTIONS:
_ 1. <--- If you don't know what to do - please mark here.
_ 2. OFFICE
_ 3. Electronic DESKS
_ 4. VIEWS
_ 5. COMMAND AUTHORIZATIONS
_ 6. Electronic DOCUMENT ROUTING
_ 7. Electronic SIGNATURE Authorization
_ 8. DEPARTMENTAL CODING
_ 9. Submit Reports
```

OOPS! What if you unintentionally delete an office? If this happens to you, call the Office of Accounting Help Line at 471-8802 immediately! They can contact the programmer and have your office rebuilt. **IMPORTANT!** You must contact the ACIC the day you deleted the office. If you wait until the next day it will be too late.

c. LIS

This Action is for display purposes only. It lists all existing offices. If you don't know an office name to enter on the Cover Sheet, type LIS in the Action field and press ENTER. Note: This list is for viewing purposes only.

```
>>Please select an ACTION, mark section(s) or enter a "?" in ACTION for help
*DEFI +-----+-----+-----+-----+-----+-----+-----+-----+
Comma  >>PRESS ENTER TO PAGE OR ENTER STARTING ID<<          Year: 97 98
=====          Month: JUL
=====          =====
Offi    List of offices at this component
Acti    Start list from office: _____
        OFFICE NAME      OWNER      DELEGATES
        -----
        AC:CASHADV        ACBRB      ACFAR  ACDWO
        AC:MP             ACMP       ACAED          71-2797
        ACOFFICE          ACJH       ACJW   ACTAE      -2805
        ADMISSIONS       ADMKW      ADBFK  ADKJF
        AECAR             AEJKP      AEDSD
        AERO              AECKC      AEJFB
        SEC              AEROSPACE1 AEJFB    AELSB  AEJRS      please mark here.
        AEROSPACE2       AEJFB      AELSB  AEMTZ
        AEROSPACE4       AEJFB      AELSB
        AFRO-AMER         AXBJN
        AFROAMER         AXBJN      AXBJN
        AHATG             AHTIW      AHJES
        AK STUDIES        AKJBS      AKJAP
        ALLAB             ALKNF      ALPLW  ALCCC
        ALLAUDITOR        IAHVV      IAMWV
        -----+-----+-----+-----+-----+-----+
-- 0 UT Austin ----- PF1=Options ----- PF8=Exit ----- 7/25/98 4:30 PM --
```

d. SEA

One of the most useful Actions is SEARCH. Type SEA in the Action field and press ENTER. You'll get a screen like the one below. You must enter specific names in the search fields. If you don't know the name you are looking for, type a "?" at the beginning of the field to access field level help. You'll get a list of offices, desks, etc. Note: You cannot make selections from the help window!

```

>>Please select an ACTION, mark section(s) or enter a "?" in ACTION for help
*DEFINE +-----+ Year: 97 98
Command: +-----+ Month: JUL
=====
Office   Please type the information needed or enter a ?
         for a LIST.
Action:  An example you might enter is:
         OFFICE: OFC-NAME__ for detailed information
         OR OFFICE: ?_____ for a list of all Offices

         OFFICE: _____
         DESK: _____
         ADMINISTRATIVE VIEW: _____
         UNIT: _____
         ACCOUNT: _____
         DOCUMENT ID: _____
         DOCUMENT TYPE: _____
         USERID: _____

SECTIO  ark here.

-- 0 UT +-----+ 4:35 PM --
    
```

Office: If you don't know a specific office name, type a "?" in the OFFICE field and press ENTER. Note: Field level help works for all the search options, not just OFFICE.

```

+-----+
+-----+
Please type the information needed or enter a ?
for a LIST.

An example you might enter is:
OFFICE: OFC-NAME__ for detailed information
OR OFFICE: ?_____ for a list of all Offices

OFFICE: ?_____
DESK: _____
ADMINISTRATIVE VIEW: _____
UNIT: _____
ACCOUNT: _____
DOCUMENT ID: _____
DOCUMENT TYPE: _____
USERID: _____
+-----+
    
```

You will see a list of offices. You cannot select an office from this window! Find the office name, press CLEAR, and type the office name in the OFFICE field in the SEA window.

```

>>Enter a valid OFFICE name to view or mark Section 1 or "?" in Action<<
*DEFI +-----+-----+-----+-----+-----+-----+
Comma  >>PRESS ENTER TO PAGE OR ENTER STARTING ID<<      Year: 97 98
=====  List of offices at this component                ?      =====
Offi     Start list from office: _____
          OFFICE NAME      OWNER      DELEGATES
Acti     -----
          AC:CASHADV        ACBRB      ACFAR   ACDWO
          AC:MP             ACMP       ACAED
          ACOFFICE          ACJH       ACJW    ACTAE
          ADMISSIONS        ADMKW      ADBFK   ADKJF
          AECAR             AEJKP      AEDSD
          AERO              AECKC      AEJFB
SEC      AEROSPACE1         AEJFB      AELSB   AEJRS
          AEROSPACE2         AEJFB      AELSB   AEMTZ
          AEROSPACE4         AEJFB      AELSB
          AFRO-AMER          AXBJN
          AFROAMER          AXBJN      AXBJN
          AHATG             AHTIW      AHJES
          AK STUDIES        AKJBS      AKJAP
          ALLAB             ALKNF      ALPLW   ALCCC
          ALLAUDITOR        IAHVV      IAMWV
-----+-----+-----+-----+-----+-----+-----+
-- 0 UT +-----+-----+-----+-----+-----+-----+      1:14 PM --

```

Type an office name in the OFFICE field and press ENTER.

```

+-----+-----+-----+-----+-----+-----+
|
| Please type the information needed or enter a ?
| for a LIST.
|
| An example you might enter is:
|   OFFICE: OFC-NAME__ for detailed information
| OR  OFFICE: ?_____ for a list of all Offices
|
|   OFFICE: acoffice__
|   DESK: _____
| ADMINISTRATIVE VIEW: _____
|
|   UNIT: _____
|   ACCOUNT: _____
|
|   DOCUMENT ID: _____
|   DOCUMENT TYPE: _____
|
|   USERID: _____
|
+-----+-----+-----+-----+-----+-----+

```

A summary of all the pieces of an particular office will be displayed. Note: The information displayed here can also be viewed in command HD3.

```

-----+-----
                Expanded OFFICE Information for OFFICE : ACOFFICE
TITLE: ACOFFICE
OFFICE CODE SCHEME: AC                OFFICE PREFIX: AC
OFFICE MANAGER: ACJH    JIM HENSON                471-3723
DELEGATES:           ACJW    JOHN WAYNE                471-3723
                   ACTAE    THOMAS A EDISON                471-2799
PURCHASING CENTERS: U-069 U-004 U-109
First 10 DESKS owned by this Office:
  AC ADMIN      AC-APPROVE      AC-DIV-DSK      AC-INVENT      AC-ST LOAN
  ACOFFICE      BR-APP          BR-DIV-DSK      BRCLASS        BUR-APPT
First 10 Units owned by this Office:
  5100000      5103000

VIEW Information:
First 6 Master Views: ACMAST    CASH AD    5100000    5100001    5103000
  ADMINISTRATIVE VIEWS: (16)      |      INQUIRY VIEWS: (16)
  ACMAST    ID-CTR    5100000      |      AC BUDG
  BUR-DIV   PR-DIV   5103000      |      ALICE
  CASH AD   PRACCTS      |      TEST CB
  CNG-DIV   RPT-DIV      |      TESTLLM
-----+-----

```

Desk: Type a desk name in the DESK field and press ENTER to view what people are assigned to that desk. Note: The information displayed here can also be viewed in command HD5.

```

-----+-----
                Expanded DESK Information on DESK: ACOFFICE
  DEFAULT DESK OF OFFICE MANAGER
                DESK is in OFFICE: ACOFFICE

                People assigned to this DESK:
  1  WALLACE, RENEE L
  2  WAYNE, JOHN
  3  BURNETTE, HELEN F
  4  CARLSON, DIANE M
  5  MARTT, GARY E
  6  CURIE, MARIE
  7  GLASS, BARBARA L
  8  CARLSON, BARBARA B
  9  STARR, BEULAH
 10  OUELLETTE, SANDRA L
 11  HENSON, JIM
-----+-----

```

Administrative View: Type an administrative view name in the ADMINISTRATIVE VIEW field and press ENTER to view what accounts are in that view. Note: The information displayed here can also be viewed in command HD4.

```
>>Enter a valid OFFICE name to view or mark Section 1 or "?" in Action<<
*DEFINE +-----+ Year: 97 98
+-----+ th: JUL
+-----+ =====
Expanded VIEW Information on VIEW:
TITLE: ALL ACCOUNTS IN UNIT/SUB 5100000
VIEW is in OFFICE: ACOFFICE
Accounts in this VIEW:
Accounts Account Title
1402200009 ADMINISTRATIVE & PROFESSIONAL SALARIES
1402200010 CLASSIFIED PERSONNEL
1402200020 WAGES
1402200050 MAINTENANCE, OPERATION & EQUIPMENT
1402200059 COMPUTER RENTAL & PURCHAE
1402200075 TRAVEL
1402200080
1402201009 ADMINISTRATIVE & PROFESSIONAL SALARIES
1402201010 CLASSIFIED PERSONNEL
1402201050 MAINT., OPER., & EQUIP
+-----+
USERID: _____
-- 0 UT +-----+ 10:38 AM --
```

Unit: Type a unit code in the UNIT field and press ENTER to view information about that unit. You must enter the full 7-digit unit code. Note: The information displayed here can also be viewed in command HD1.

```
+-----+
+-----+
Expanded UNIT CODE information for UNIT CODE: 5100000
Org.Level: 5 Unit title: OFFICE OF ACCOUNTING
Unit Administrator: HENSON, JIM Phone: 471-3723
Unit Abbreviation: OA Unit Mail Code: K5300
Unit reports to: 5050 Unit reports to title: CONTROLLER-FLETCHER
Office that owns this unit is: ACOFFICE

Reporting Information for UNIT CODE: 5100000
Unit Org Unit Administrator Phone Unit Name
Level
5100000 5 HENSON, JIM 471-3723 OFFICE OF ACCOUNTING
5050000 3 POLO, MARK 471-3723 CONTROLLER-POLO
5040000 2 ANTHONY, SUSAN B 471-1422 VP-BUSINESS AFFAIRS
5000000 1 ARMSTRONG, NEIL 471-1232 OFF OF PRESIDENT
+-----+
```

Account: Type an account number in the ACCOUNT field and press ENTER to view information about that account. You must enter the full 10-digit account number.
Note: The information displayed here can also be viewed in command HD2.

```

+-----+
| >> Press ENTER to return to the previous screen << |
| Information for ACCOUNT: 1902200151 TITLE: REVOLVING FUND |
| This account is owned by OFFICE: ACOFFICE And uses CODE SCHEME: AC |
| OFFICE MANAGER: ACJH and DELEGATES : ACJW and ACTAE |
| |
| UNIT CODE: 5100000 UNIT CODE TITLE: OFFICE OF ACCOUNTING |
| Administrators Name: HENSON, JIM Phone: 471-3723 |
| Signers: |
| SUSAN B ANTHONY 471-1422 |
| MARK POLO 471-3723 |
| JIM HENSON 471-3723 |
| THOMAS A EDISON 471-2799 |
| JOHN WAYNE 471-3723 |
| ROBERT A HEINLEIN 471-3723 |
| View Information: |
| MASTER VIEW: ACMAST |
| ADMINISTRATIVE VIEWS: | INQUIRY VIEWS: |
| 5100000 CNG-DIV | AC BUDG |
| ACMAST DE 302 | ALICE |
| PR-DIV | TEST CB |
| RPT-DIV | TESTLLM |
+-----+

```

Document ID: Type a document ID number in the DOCUMENT ID field and press ENTER to view information about that document. Note: The information displayed here can also be viewed in command HD6.

```

+-----+
| DOCUMENT ID: J0 VT5 985389 |
| Summary: METER MAIL 7/18/98 |
| Form: IDT ORIGINAL CHARGES | Component: 0 |
| Routing Status: APPROVED | Fiscal Year: 97 98 |
| |
| Creator: BRADLEY, MARION Z | Unit for Document Accounts: 5100VOU |
| Created: 07/22/98 Desk: SMACCT | Document Master View: 5100VOU |
| |
| Current Master View/Unit: | Unit Title: |
| Current Desk: Workers: |
| Held: NO Information Copies: |
| Approved by: | Mark for approval detail: _ |
| 07/22/98 BRADLEY, MARION Z | UNIV SUPPLY & MAIL 471-4986 |
| |
| Reviewed by: |
+-----+

```

Document Type: Type a document type (i.e., NV1, VP2, etc.) in the DOCUMENT TYPE field and press ENTER to view information about that document. Note: The information displayed here can also be viewed in command HD7.

```

FORM COMMAND: VP1           Short Description: Payment Vou
Command Description: PURCHASE ORDER PAYMENT REQUEST

Available to: ALL DEPARTMENTS
Applications: *DEFINE
Permission Required for Departments to Use Form: NO
Contact for Information: DIEHL, ERIN L           ACELD 471-1816

(PF10 shows a complete list of experts for this form.)

Document Accounts Must Belong to the Same MASTER VIEW
Approval by Signer Desk (US1): REQUIRED
Additional Approvals (Minimum): 0
Processing Unit Reviews Form before Final Approval: YES

Processing Unit for Form: 5100CVO           AC - ACCOUNTS PAYABLE
Office: 5100CVO           Office Manager: TRUMAN, HARRY S

```

User ID: This field will show what offices a particular user is an office manager and/or delegate of. Type a user ID in the USERID field and press ENTER. Note: If the user ID that you have requested isn't an office manager or delegate, you'll get a message to that effect and the screen will be blank.

```

>>Press CLEAR or ENTER to return<<
Information about user ACJH ,
HENSON, JIM

Phone Number: 512 471-3723
Department: ACCOUNTING, OFC OF
Mail Code: K5300

HENSON, JIM           is part of
Office Management for the following Offices:
OFFICE NAME           OWNER           DELEGATES
-----
5100GEN               ACPAG           ACTAE ACJH
5100PAY               PRMEK           PRRLW ACJH
5100ADM               ACJH            ACJW  ACTAE
ACOFFICE              ACJH            ACJW  ACTAE
INVENTORY             ACWFB           INRHP ACJH

```

e. AUT

This action displays what authorizations you have in *DEFINE. The list it displays is for viewing only. Note: The same information can be accessed through the PF1 key or the YS1 command.

```

>>Enter a valid OFFICE name to view or mark Section 1 or "?" in Action<<
*DEFINE          ELECTRONIC OFFICE MANAGEMENT - US1          Year: 97 98
+-----+
| >> Press ENTER to continue or CLEAR to return <<          |
|   Personal Authorizations for ACIC_ , ACCTING INFO CTR    |
| Current Office: 5100ET      Current Desk: 5100GG      Current View: 5100EAT |
|                                                             |
|   OFFICE      DESK      VIEW      VIEW DESCRIPTION        |
| 1. 5100ET     5100ET     DE 302    VIEW USED FOR DE 302    |
| 2. 5100ET     5100ET     5100EAT   ALL ACCOUNTS IN UNIT/SUB 5100EAT |
| 3. 5100ET     5100GG     5100EAT   ALL ACCOUNTS IN UNIT/SUB 5100EAT |
| 4. 5100ET     IC REPORTS 5100EAT   ALL ACCOUNTS IN UNIT/SUB 5100EAT |
|                                                             |
+-----+
-- 0 UT Austin  ----- PF1=Options ----- PF8=Exit ----- 7/26/98 1:28 PM --

```

II. OFFICE MANAGERS & DELEGATES

A. Overview

Each office has one office manager and up to two delegates. These are the people in charge of the office. Both the office manager and the delegates are responsible for maintaining the office structure.

The office manager is normally the person that creates the office. You can create an office and designate someone else as the office manager, but this is not recommended. When creating the office, at least one delegate must be assigned. Office managers and delegates share the same level of authority (i.e., they can all setup desks, views, routing) with two exceptions. First, delegates cannot update electronic signers. Only the office manager has this authority. Not even the unit head can update electronic signers! Second, only the office manager can update the office manager. That is, when offices change hands, only the current office manager can assign the new office manager.

Anyone with access to the US1 command can view an office's structure, but only the office manager and delegates can make changes to it.. Anyone using *DEFINE can create an electronic office and thus become an office manager. However, workers in that office will not be able to access account information until units are moved into the office.

B. Assigning Office Managers & Delegates

Office managers and delegates are displayed on the US1 coversheet, but they cannot be updated here!

```
>>Please select an ACTION, mark section(s) or enter a "?" in ACTION for help
*DEFINE          ELECTRONIC OFFICE MANAGEMENT - US1          Year: 97 98
Command: US1     Account: _____ Misc: _____        Month: JUL
=====
Office Name: 5100ET_____ --COVER SHEET--

Action: ____ Description: EDUCATION AND TRAINING

          Electronic Office Manager: ACHBS HARRIET B STOWE 471-2797
          Delegates: APMC MARIE CURIE 471-2805

SECTIONS:      _ 1. <--- If you don't know what to do - please mark here.
                _ 2. OFFICE
                _ 3. Electronic DESKs
                _ 4. VIEWS
                _ 5. COMMAND AUTHORIZATIONS
                _ 6. Electronic DOCUMENT ROUTING
                _ 7. Electronic SIGNATURE Authorization
                _ 8. DEPARTMENTAL CODING
                _ 9. Submit Reports

-- 0 UT Austin ----- PF1=Options ----- PF8=Exit ----- 7/26/98 2:16 PM --
```

Office managers and delegates are assigned in Section 2 of US1. Mark Section 2 and press ENTER.

```
>>Please select an ACTION, mark section(s) or enter a "?" in ACTION for help
*DEFINE          ELECTRONIC OFFICE MANAGEMENT - US1          Year: 97 98
Command: US1     Account: _____ Misc: _____        Month: JUL
=====
Office Name: 5100ET_____ --COVER SHEET--

Action: ____ Description: EDUCATION AND TRAINING

          Electronic Office Manager: ACHBS HARRIET B STOWE 471-2797
          Delegates: APMC MARIE CURIE 471-2805

SECTIONS:      _ 1. <--- If you don't know what to do - please mark here.
                X 2. OFFICE
                _ 3. Electronic DESKs
                _ 4. VIEWS
                _ 5. COMMAND AUTHORIZATIONS
                _ 6. Electronic DOCUMENT ROUTING
                _ 7. Electronic SIGNATURE Authorization
                _ 8. DEPARTMENTAL CODING
                _ 9. Submit Reports

-- 0 UT Austin ----- PF1=Options ----- PF8=Exit ----- 7/26/98 2:16 PM --
```


III. ELECTRONIC DESKS

In *DEFINE, a desk refers to a group of people. A desk may have only one person assigned to it or up to 40 people assigned to it. All of the persons assigned to one desk "share" the desk — and it is never crowded! Electronic desks are created and maintained in the US1 command in Section 3. Only the office manager and delegates can create and maintain the desks that belong to their office.

All desks must have a unique name which should indicate its function in the electronic office. When creating new desks, consider what duties the employees assigned to that desk will perform. Everyone assigned to one desk is given the same access to commands and accounts in *DEFINE. So, if persons need similar access, they can be assigned to the same electronic desk.

Example: The purchasers in MY:OFFICE are assigned to desk MY:PURCH. In the desk name, the "MY" helps make the name unique, and the PURCH desk name indicates the function of that desk which makes it easy to remember.

A. Types of Desks

There are several different types of desks used in *DEFINE. The following paragraphs explain each type.

1. Desk

The most frequent type of desk really has no formal name other than just "desk". It's function is to group people together. There may be only one person or up to forty persons assigned to one desk. A desk must be linked to an administrative view to be functional. The administrative view controls what accounts the people on a desk can view and/or update. Everyone on a desk has the SAME authority. A desk may be linked to more than one administrative view. (Linking a desk to an administrative view and assigning commands is explained in Chapter V).

2. Public Desk

Everyone who has a valid logon ID can access *DEFINE and is automatically on the public desk. This desk allows a person access to *DEFINE commands which contain public information. No account or appointment information can be viewed using this desk.

3. Default Desk of the Office Manager

This desk is automatically created when a new office is created. It will be named the same as the electronic office name. The office manager and delegates are automatically assigned to it. It has the same functionality as a regular desk. However, the default desk of the office manager cannot be deleted, and it is automatically linked to every administrative view in an office. Note: If the office manager or delegates are changed after the office has been created, the default desk will not be updated. You will manually have to remove the old employees and add the new employees.

4. Personal User ID Desk

This desk is created by using a valid user ID as the desk name. The person associated with that user ID is automatically put on the desk. No one else can be added to a personal user ID desk! Therefore, it is not recommended that a personal user ID desk be created for anyone that will create or approve electronic documents. Since only one person works the personal user ID desk, no one else can process that desk's electronic documents in the user's absence. Additionally, maintenance with personal user ID desks is much more difficult since command authorizations have to be maintained for each individual desk.

5. Review Desk

A desk name can be set up in the electronic document routing to receive information or notification copies of specified electronic documents. This "review" desk is a normal desk which is linked to an administrative view and is given command authorizations. It is called a review desk when it is specified in the document routing. Note: Only desks with 10 or less assignees can be specified as a review desk.

6. Signer Desk

The signer desk is another electronic desk in an office. The people assigned to it are authorized to sign electronic documents. Up to 8 people can be assigned to this desk. Signer desks are not updated in the same way as other desks. More information regarding this is covered in Electronic Signature Authorization, Chapter VII.

B. Desk Substitutes

This is not a desk type, but is a feature of the system. Persons assigned to an electronic desk may be designated as substitutes. When someone is a substitute, they have the same authorizations as others on that desk. The main difference is that any documents routed to that desk for approval will not show up in a substitute's electronic inbox. A substitute must access the document by document ID, search, or the GT commands to approve them. Substitute status is useful when someone is not the primary approver for the office but does serve in a back up function for document approval. Note: Substitutes can only be designated on desks and review desks. Signer desks do not have this option.

C. How to Create, Update, and Delete Desks

1. Creating a Desk

Desks are created in Section 3 of the US1 command. Mark Section 3 and press ENTER.

```
>>Please select an ACTION, mark section(s) or enter a "?" in ACTION for help
*DEFINE          ELECTRONIC OFFICE MANAGEMENT - US1          Year: 97 98
Command: US1     Account: _____ Misc: _____      Month: JUL
=====
Office Name: 5100ET_____ --COVER SHEET--

Action: ____ Description: EDUCATION AND TRAINING

      Electronic Office Manager: ACHBS HARRIET B STOWE 471-2797
      Delegates: APMC MARIE CURIE 471-2805
                : ACNDW NANCY D WEISER 471-2802

SECTIONS:
_ 1. <--- If you don't know what to do - please mark here.
_ 2. OFFICE
X 3. Electronic DESKS
_ 4. VIEWS
_ 5. COMMAND AUTHORIZATIONS
_ 6. Electronic DOCUMENT ROUTING
_ 7. Electronic SIGNATURE Authorization
_ 8. DEPARTMENTAL CODING
_ 9. Submit Reports

-- 0 UT Austin ----- PF1=Options ----- PF8=Exit ----- 7/26/98 2:28 PM --
```

Section 3 displays the desks which currently exist. Instructions are listed on the bottom of the screen. To create a new desk, press the PF2 key.

```
>>Please select an ACTION, mark section(s) or enter a "?" in ACTION for help
+-----+
|>> ALL DESK DESCRIPTION DISPLAYED, PLEASE ENTER NEXT REQUEST <<| 8
|          E L E C T R O N I C   D E S K S | L
|          Display Desks in Office: 5100ET      Nbr on | =
|Action Desk Name  Description                Desk 1st 2 Assignees|
|_ 5100ET         DEFAULT DESK OF OFFICE MANAGER 1  ACIC   |
|_ 5100GG         VIEW ALL ACCOUNTS            10  APMC   ACNDW |
|
|>>> PF2 = ADD          PF6 = HELP <<<|
+-----+
-- 0 UT Austin ----- PF1=Options ----- PF8=Exit ----- 7/26/98 2:28 PM --
```


To remove someone from an existing desk, space over the user ID and press ENTER.

```
>>Please select an ACTION, mark section(s) or enter a "?" in ACTION for help
+-----+-----+-----+-----+-----+-----+-----+-----+ 8
| >> PRESS ENTER TO VIEW ANOTHER PAGE OF DESKS << | L |
|           E L E C T R O N I C   D E S K S         | = |
+-----+-----+-----+-----+-----+-----+-----+-----+
Action Des | >>> Your desk specifications were updated <<< |
- AC:      | Desk Name: AC:PURCH__      Desk owned by: 5100ET |
- AC:      | <= Description: USED BY PROCUREMENT FOR PURCHASING_____ |
U AC:      |                               Number of Assignees: 4 |
           | View/Select Assignees from a List: _ |
           | List of the Desk Assignees:                               | Page: 1 |
+-----+-----+-----+-----+-----+-----+-----+-----+
           | _ ACMC_ MARIE CURIE           | _ ACNDW NANCY D WEISER |
           | _ ACHBS HARRIET B STOWE      | _ _____ ALICE B TOKLIS |
           | _____                     | _____                |
           | _____                     | _____                |
           | _____                     | _____                |
           | _____                     | _____                |
           | _____                     | _____                |
           | _____                     | _____                |
           | _____                     | _____                |
+-----+-----+-----+-----+-----+-----+-----+-----+
-- 0 UTAustin  ----- PF1=Options ----- PF8=Exit ----- 7/29/98 8:53 AM --
```

To add someone to an existing desk, type the user ID of the person(s) you wish to add to the desk and press ENTER.

```
>>Please select an ACTION, mark section(s) or enter a "?" in ACTION for help
+-----+-----+-----+-----+-----+-----+-----+-----+ 8
| >> PRESS ENTER TO VIEW ANOTHER PAGE OF DESKS << | L |
|           E L E C T R O N I C   D E S K S         | = |
+-----+-----+-----+-----+-----+-----+-----+-----+
Action Des | >>> Your desk specifications were updated <<< |
- AC:      | Desk Name: AC:PURCH__      Desk owned by: 5100ET |
- AC:      | <= Description: USED BY PROCUREMENT FOR PURCHASING_____ |
U AC:      |                               Number of Assignees: 4 |
           | View/Select Assignees from a List: _ |
           | List of the Desk Assignees:                               | Page: 1 |
+-----+-----+-----+-----+-----+-----+-----+-----+
           | _ ACMC_ MARIE CURIE           | _ ACNDW NANCY D WEISER |
           | _ ACHBS HARRIET B STOWE      | _ ACALP                |
           | _____                     | _____                |
           | _____                     | _____                |
           | _____                     | _____                |
           | _____                     | _____                |
           | _____                     | _____                |
           | _____                     | _____                |
           | _____                     | _____                |
+-----+-----+-----+-----+-----+-----+-----+-----+
-- 0 UT Austin  ----- PF1=Options ----- PF8=Exit ----- 7/29/98 8:53 AM --
```

To designate a substitute for a desk, type an "S" in front of the user ID and press ENTER. Refer to the description of Desk Substitutes earlier in this chapter for more information on substitutes.

```

+-----+
| >> PRESS ENTER TO VIEW ANOTHER PAGE OF DESKS << |
|   E L E C T R O N I C   D E S K S               |
+-----+
| Action Des |      -- UPDATE DESK NAME/TYPE/Form & DESCRIPTION -- |
| - AC:      | Desk Name: AC:TABLE_      Desk owned by: 5100ET |
| - AC:      | Description: DESK FOR TABLE UPDATES_ |
| U AC:      | <= Number of Assignees: 1 |
|            | View/Select Assignees from a List: _ |
|            | List of the Desk Assignees:          Page: 1 |
+-----+
|            | _ VBSB_ SANDRA M BARRETT      S ACMC_  MARIE CURIE |
|            | _ _ _ _ _                    |
|            | _ _ _ _ _                    |
|            | _ _ _ _ _                    |
|            | _ _ _ _ _                    |
|            | _ _ _ _ _                    |
|            | _ _ _ _ _                    |
|            | _ _ _ _ _                    |
|            | _ _ _ _ _                    |
|            | _ _ _ _ _                    |
+-----+

```

3. Deleting a Desk

Type a "D" in front of the desk you wish to delete and press ENTER. NOTE: You will not be able to delete the Default Desk of Office Manager.

```

>>Please select an ACTION, mark section(s) or enter a "?" in ACTION for help
+-----+
| >> ALL DESK DESCRIPTION DISPLAYED, PLEASE ENTER NEXT REQUEST << |
|   E L E C T R O N I C   D E S K S               |
+-----+
|            | Display Desks in Office: 5100ET | | | |
| Action Desk Name | Description | Nbr on | Desk 1st 2 Assignees |
| - 5100ET | DEFAULT DESK OF OFFICE MANAGER | 1 | ACIC |
| - 5100GG | VIEW ALL ACCOUNTS | 10 | ACMC | ACNDW |
| D AC:PURCHREV | DESK FOR REVIEWING PURCHASE OR | 4 | ACMC | ACNDW |
| - AC:PURCH | USED BY PROCUREMENT FOR PURCHA | 4 | ACMC | ACNDW |
+-----+
|            | >>> PF2 = ADD      PF6 = HELP <<< |
+-----+
-- 0 UT Austin ----- PF1=Options ----- PF8=Exit ----- 7/26/98 2:28 PM --

```


IV. VIEWS

In *DEFINE, a view is a group of accounts. There are several types of views that can be set up and each has its own purpose. The US1, Section 4, is used to create and maintain administrative and master views. The third type of view, inquiry views, are created and maintained in the IF8 command. They are not directly related to office management and are not discussed in this outline.

Administrative views are required to view account information. Master views are required to process electronic documents.

A. Types of Views

1. Administrative View

Administrative views group units or individual accounts together for processing purposes (like posting, displaying account balances, reconciliation, creating electronic documents, etc.). When linked to a desk, an administrative view controls what accounts people can view and/or update. According to an office's needs, the administrative view may contain an entire unit or only selected accounts.

Administrative views are created and maintained by the office manager or delegates. An account may belong to many administrative views. The owner (office manager or delegate) of an account can put that account in someone else's administrative view.

When a unit is assigned to an electronic office, an administrative view for that unit is automatically created. This default view that is created will be named the same as the 7-digit unit code that was moved into the office. Example: The default administrative view for unit 5100000 will be 5100000. Default views can not be deleted! The office managers and delegates can create additional views to the default views. Any view created must be given a unique name.

If your office has only one unit, then the default administrative view is probably all you will need. If an office has many units (and therefore many administrative views), you may wish to assign all units to one main administrative view.

For example, MY:OFFICE has 3 units and each has its own view. The accounts from one unit are not in the same view as the accounts of the other units. This means I must change my view each time I work with the accounts belonging to a different unit. An easier solution is to create another administrative view for MY:OFFICE and then add all 3 units to it. Then the one administrative view will contain all of MY:OFFICE's accounts and I can use it to access all of my accounts.

However, if certain office workers only need to view information for selected accounts or units, then additional administrative views may be necessary. When they are created and linked to a desk, then only the accounts in that view can be accessed.

Determine your office needs. If you need the same access for all the accounts, then it is much easier to create one administrative view for all of the units than to maintain separate views.

An office manager or delegate may put the office's accounts into another office's administrative view. This allows workers in the other office to view account information. Adding an account or unit does not change the office that controls the unit. It merely allows view access to the account. If you need to view someone else's account information, contact the office manager that controls the unit and ask them to add it to your administrative view.

Administrative views are linked to electronic desks and may be linked to more than one electronic desk. The command authorizations are given to a desk/administrative view combination. This is explained in Chapter V.

2. Empty View

An empty view is an administrative view with no accounts in it. This type of administrative view can be created and linked to a desk. Desks linked to this view can access *DEFINE commands and even create electronic documents. However, these desks cannot view account information (such as balances or transactions) since no accounts are in the view. To create an empty view, create an administrative view but do not assign any accounts or units to it.

3. Master View

A master view is also a group of accounts, but it functions much differently than an administrative view. A master view controls electronic document routing. When a document is approved, the master view the account belongs to determines the routing that the document follows. Also, the signer desk is maintained according to master view.

Master views are created and maintained by the office manager or delegates. An account may belong to only one master view!

When a unit is assigned to an electronic office, a master view for that unit is automatically created. This default view is named the same as the 7-digit unit code that was moved into the office. Example: The default master view for unit 5100-000 will be 5100000. These default views can not be deleted. The office manager and delegates can create views in addition to the default view. Any master view created must be given a unique name.

If an office has only one unit assigned to it, then the default master view is probably all that you will need. If an office has many units (and therefore many master views), you may wish to move all of your office's units into one master view. This will allow you to maintain the routing and signature authority for only one master view instead of for many.

For example, MY:OFFICE has 3 units and each has its own master view. All documents created on those accounts need the same routing approvals and go to the same signer for approval. I can create a master view and call it MY:ROUTE and move all 3 units into it. Then I only need to maintain the routing and signature authority for one master view.

Note: Some electronic documents require all accounts used on the document to belong to the same master view in order for it to process.

Next, you must select the type of view you wish to maintain. Mark in front of the appropriate view and press ENTER.

```

>>Please select an ACTION, mark section(s) or enter a "?" in ACTION for help
*DEFINE          ELECTRONIC OFFICE MANAGEMENT - US1          Year: 97 98
Command: US1     Account: _____ Misc: _____        Month: AUG
=====
Office Name: AC:WORK_____ --COVER SHEET--
Action: ___ | >> Choose a View type to maintain <
Elec | To Add, Update or View information,
| please mark one of the following
| sections:
|
| X Master View
|   (Used for routing)
|
| SECTIONS: | do - please mark here.
|   - Administrative View
|     (Used for authorizations)
|
| Inquiry View
|   (Please see command IF8
|   to maintain these views used
|   for reporting) | tion
|-----|-----
-- 0 UT Austin ----- PF1=Options ----- PF8=Exit ----- 8/01/98 7:00 PM --

```

Master views - Section 4 displays the views which currently exist. To create a new master view, press the PF2 key. When a unit is moved into your office, a default master view is created. In this example, view 5100003 is a default view.

```

>>Please select an ACTION, mark section(s) or enter a "?" in ACTION for help
+-----+-----+-----+-----+-----+-----+
| >> All VIEWS have been displayed << | Year: 97 98 |
| M A S T E R   V I E W S | Month: JUL |
|-----+-----+-----+-----+-----+-----+
| Master Views in Office AC:WORK | Nbr of acct |
| Action View Name Status View title Units |
| - 5100003 ALL ACCOUNTS IN UNIT/SUB 1 |
| - |
| - |
| - |
| - |
| - |
| - |
| - |
| - |
| >>> PF2 = ADD PF6 = HELP <<< |
|-----+-----+-----+-----+-----+-----+
| to maintain these views used | tion |
| for reporting) |
|-----+-----+-----+-----+-----+
-- 0 UT Austin ----- PF1=Options ----- PF8=Exit ----- 7/30/98 11:30 AM --

```


V. COMMAND AUTHORIZATIONS

The job duties of the people in your office determine what type of access in *DEFINE they will need. For instance, the purchaser will need to access the purchasing commands, the person responsible for appointments needs access to appointment commands, etc. This access is referred to as command authorization.

Every *DEFINE electronic office is given a standard set of command menus. From that set of menus, the office manager and/or delegates will assign command authorizations. The default desk of the office manager will be automatically linked to all administrative views in your office. These default links cannot be deleted. In this section, you will learn how to authorize the desks and administrative views created earlier for certain commands. You may wish to authorize these desks and views for all of the *DEFINE menus or only selected commands. The administrative view that a desk is linked to determines which accounts may be seen while using a command.

A. Creating New Command Authorizations

Command authorizations are created in Section 5 of the US1 command. Mark Section 5 and press ENTER.

```
>>Please select an ACTION, mark section(s) or enter a "?" in ACTION for help
*DEFINE          ELECTRONIC OFFICE MANAGEMENT - US1          Year: 97 98
Command: US1     Account: _____ Misc: _____      Month: AUG
=====
Office Name: 5100ET_____ --COVER SHEET--

Action: ___ Description: EDUCATION AND TRAINING

      Electronic Office Manager: ACHBS HARRIET B STOWE 471-2797
      Delegates: APMC MARIE CURIE 471-2805
                : ACNDW NANCY D WEISER 471-2802

SECTIONS:
- 1. <--- If you don't know what to do - please mark here.
- 2. OFFICE
- 3. Electronic DESKS
- 4. VIEWS
  X 5. COMMAND AUTHORIZATIONS
- 6. Electronic DOCUMENT ROUTING
- 7. Electronic SIGNATURE Authorization
- 8. DEPARTMENTAL CODING
- 9. Submit Reports

-- 0 UT Austin  ----- PF1=Options ----- PF8=Exit ----- 8/02/98 6:05 PM --
```

Section 5 displays the current command authorizations for your electronic office. To create a new desk/administrative view link press PF2. NOTE: The Default Desk of Office Manager is automatically linked to all administrative views in your office and given the highest level of status for all commands.

```

+-----+
| >>Place an Action mark by an authorization or PF2 to add<<
|   C O M M A N D   A U T H O R I Z A T I O N S
|   Desks in Office 5100ET   Authorizations:
| Action   Desk           View           First 3 authorized
| -        5100ET         ACPURCH        ACIC
| -        DE 302         DE 302         ACMC   ACGEM
| -        5100ET         DE 302         ACIC
| -        APPOINTMNT     EMPTY         QEPAH   QELLT   QEBJS
| -        AC:ACIC        5100EAT      ACPAB   ACJMB   ACBRB
| -        CC REPORTS    5100EAT      CCMAP   CCJCS   CCCHW
| -        EXECUTIVE     5100EAT      SFLWW                   AODMG
| -        IC REPORTS    5100EAT      ACIC
| -        US1           5100EAT      ACMC   ACGER   ACHBS
| -        5100ET        5100EAT      ACIC
| -        5100GG        5100EAT      ACMC   ACNDW   ACALP
|
| >>PF2 = Link a DESK and VIEW to authorize   PF6 = HELP<<
+-----+

```

Type the desk name that you wish to add authorizations for in the pop-up window and press ENTER.

```

+-----+
| >>Place an Action mark by an authorization or PF2 to add<<
|   C O M M A N D   A U T H O R I Z A T I O N S
|   Desks in Office 5100ET   Authorizations:
|
| +-----+
| | Enter a desk name to add authorization for: ac:purch
| |
| +-----+
| -        AC:ACIC        5100EAT      ACPAB   ACJMB   ACBRB
| -        CC REPORTS    5100EAT      CCMAP   CCJCS   CCCHW
| -        EXECUTIVE     5100EAT      SFLWW                   AODMG
| -        IC REPORTS    5100EAT      ACIC
| -        US1           5100EAT      ACMC   ACGER   ACHBS
| -        5100ET        5100EAT      ACIC
| -        5100GG        5100EAT      ACMC   ACNDW   ACALP
|
| >>PF2 = Link a DESK and VIEW to authorize   PF6 = HELP<<
+-----+

```


1. Command Status

There are different levels of command status that allow different levels of access to *DEFINE commands. The status is usually indicated by a single character:

- V** = View status — allows the screen information to only be viewed.
- U** = Update status — allows updates to the command. Electronic documents require update (or supervisor) status in order to create and approve electronic documents.
- S** = Supervisor status — allows another level of security for commands that need it. Supervisor status is the highest level.
- L** = Lower level — is not really a status but actually indicates that the command status is assigned to a lower (or more specific) *DEFINE menu or command. This option allows different command statuses to be assigned within one *DEFINE menu.

For commands that are only designed for viewing, "U" and "S" statuses are the same as "V". For commands that allow updates, both "U" and "S" status allow updates but "V" will not. Only a few *DEFINE commands require "S" status in order to make updates on that command.

Any special command status requirements will be listed in the AUTHORIZATION catch word of the PF6 help for that command. When assigning command authorizations for a desk/administrative view, the office manager or delegate decides which commands the desk workers will have access to. If you do not wish a desk/view to have any access to a command (or menu), then do not assign any command status. That command will not show on the menu for persons working with that desk and administrative view.

Electronic offices usually have access to all *DEFINE commands. If for some reason you cannot see a command and wish to assign it a command status, call 471-8802. This may happen if yours is an "older" office that does not have all of the commands already.

Note: Most offices are only allowed View status for the CMM module and only have access to the CA3 command.

In this example, desk AC:PURCH will have "V"iewing access to the units/accounts in view ACPURCH in the GMM commands. This desk will also be able to "U"pdate the purchasing commands. Press ENTER to update.

```

Authorize AC:PURCH / ACPURCH with status _ for Menu MMM and all lower
commands OR specify the commands to authorize below:
  (You can enter the following: V = View; U = Update; S = Supervisor;
   D = Delete; L = Authorize at a Lower Command/Menu Level)
  STATUS  COMMAND  MODULE NAME
-----
  _       IMM     MANAGEMENT INFORMATION MODULE
  V       GMM     GENERAL ACCOUNTING INFORMATION
  _       LMM     DEPARTMENTAL ACCOUNTING LEDGER
  _       AMM     APPOINTMENTS AND PERSONNEL INFORMATION
  U       PMM     PURCHASING MODULE
  _       OMM     PAYROLL INFORMATION AND VOUCHERING
  _       NMM     INVENTORY MODULE
  _       UMM     OFFICE MANAGEMENT & DOCUMENT ROUTING
  _       ZMM     SYSTEM DEVELOPERS MAINTENANCE MODULE
  _       VMM     VOUCHER PROCESSING MODULE
  _       CMM     ACCOUNT CONTROL INFORMATION
  _       SMM     STUDENT SERVICE APPLICATIONS
  
```

When adding authorizations for your office, you must select a purchasing center. Some offices will have more than one purchasing center. Mark the purchasing center(s) you will authorize this desk/view for and press ENTER. NOTE: Purchasing Centers are assigned to electronic offices by Purchasing. If no purchasing centers show in this window, contact Purchasing at 1-4266.

```

Authorize commands (You
PURCHASING CENTERS FOR OFFICE 5100ET
Mark to authorize AC:PURCH for center
You must mark at least 1 Center

  X U-001

nd all lower
Supervisor;
enu Level)
-----
ORMATION
RING
OUTING
MODULE
  
```

An office that has units reporting to it may view the lower unit's account information. This is done using the special status screen shown below. Read the following for more information on special status. If you are not giving special status authorization to this desk/view combination, press ENTER.

```

Aut com +-----+ 1 lower
com      +-----+ visor;
         +-----+ evel)
         +-----+
         You can authorize this DESK and VIEW authorization
         for SPECIAL STATUS in the following commands.
         -----
         The options for SPECIAL STATUS are:
         DEPT - All accounts in your Office and below in
               the hierarchy (VIEW ONLY)
         ALL - ALL accounts in this component (VIEW ONLY)
         ION
         -----
         MENU  SPECIAL STATUS
         --    GMM    DEPT
         --    AMM    DEPT
         --    IMM    DEPT
         --    LTM    DEPT
         --    LAM    DEPT
         -----
  
```

2. Special Status

In addition to command authorizations, an office that has units reporting to it may view the lower unit's account information. This is referred to as "special access" or "special status" and allows view status in certain *DEFINE commands. When assigning the command authorizations, decide if the desk/administrative view should access the accounts of those units that report to your unit. **NOTE:** You cannot specify which reporting units have special status - it is all of the units that report to your unit.

If your office needs to see account information for units that report to you, this **SPECIAL STATUS** option may be easier than having accounts added to your administrative view.

Note: If no units report to your unit, then just press ENTER and ignore the **SPECIAL STATUS** screen. Just remember that the unit you report to has this option and that it gives only **VIEW** status for those accounts.

If you do not wish to authorize a complete module, type an "L" in front of the desk/view combination you wish to update and press ENTER.

```

+-----+
|
| Authorize AC-PAYROLL / 5100003 with status _ for Menu MMM and all lower
| commands OR specify the commands to authorize below:
| (You can enter the following: V = View; U = Update; S = Supervisor;
|   D = Delete; L = Authorize at a Lower Command/Menu Level)
|
| STATUS  COMMAND  MODULE NAME
|-----|-----|-----|
|
| View    -      IMM  MANAGEMENT INFORMATION MODULE
|         -      GMM  GENERAL ACCOUNTING INFORMATION
|         -      LMM  DEPARTMENTAL ACCOUNTING LEDGER
|         -      BMM  BUDGETING
| Lower   -      AMM  APPOINTMENTS AND PERSONNEL INFORMATION
| Update  -      PMM  PURCHASING MODULE
| Lower   L      OMM  PAYROLL INFORMATION AND VOUCHERING
|         -      UMM  OFFICE MANAGEMENT & DOCUMENT ROUTING
|         -      CMM  ACCOUNT CONTROL INFORMATION
|         -      SMM  STUDENT SERVICE APPLICATIONS
|         -      DMM  ALUMNI / DONOR INFORMATION
|
|-----|-----|-----|
|
+-----+

```

In the following example, this desk/view combination already has update status for all OV documents. View status was added for the OP commands.

```

+-----+
|
| Authorize AC-PAYROLL / 5100003 with status _ for Menu OMM and all lower
| commands OR specify the commands to authorize below:
| (You can enter the following: V = View; U = Update; S = Supervisor;
|   D = Delete; L = Authorize at a Lower Command/Menu Level)
|
| STATUS  COMMAND  MODULE NAME
|-----|-----|-----|
|
|         -      ODM  ACCOUNTING PAYROLL INFORMATION
|         V      OPM  DISPLAY PAYMENT INFORMATION
|         -      ORM  STANDARD PAYROLL REPORTS
| Update  -      OVM  CREATE PAYMENT VOUCHERS
|         -      OCM  VIEW INDIVIDUAL PAYROLL INFORMATION
|         -      OAM  TEMP
|
|-----|-----|-----|
|
+-----+

```

C. Deleting Command Authorizations

Command authorizations are deleted in Section 5 of the US1 command. Mark Section 5 and press ENTER.

```
>>Please select an ACTION, mark section(s) or enter a "?" in ACTION for help
*DEFINE          ELECTRONIC OFFICE MANAGEMENT - US1          Year: 97 98
Command: US1     Account: _____ Misc: _____        Month: AUG
=====
Office Name: 5100ET_____ --COVER SHEET--

Action: ____ Description: EDUCATION AND TRAINING

      Electronic Office Manager: ACHBS HARRIET B STOWE 471-2797
      Delegates: ACMC MARIE CURIE 471-2805
                : ACNDW NANCY D WEISER 471-2802

SECTIONS:
_ 1. <--- If you don't know what to do - please mark here.
_ 2. OFFICE
_ 3. Electronic DESKs
_ 4. VIEWS
X 5. COMMAND AUTHORIZATIONS
_ 6. Electronic DOCUMENT ROUTING
_ 7. Electronic SIGNATURE Authorization
_ 8. DEPARTMENTAL CODING
_ 9. Submit Reports

-- 0 UT Austin ----- PF1=Options ----- PF8=Exit ----- 8/02/98 6:05 PM --
```

Type a "D" in front of the desk/view combination you wish to delete, and press ENTER.
NOTE: The Default Desk of Office Manager is automatically linked to all administrative views in your office. You will not be able to delete these command authorizations.

```
+-----+
+>>PLEASE ENTER A VALID DESK TO ADD AUTHORIZATIONS FOR<<      l lower
+          C O M M A N D   A U T H O R I Z A T I O N S          visor;
+          Desks in Office AC:WORK   Authorizations:          evel)
Action   Desk      View      First 3 authorized
_        AC-PAYROLL 5100003  ACTLP
D      AC-REPT   5100003  ACMDC
_        AC-WORK   5100003  ACNDW  ACMC  ACABT
_        AC:WORK   5100003

+-----+
+>>PF2 = Link a DESK and VIEW to authorize   PF6 = HELP<<
+-----+
```

You will be asked to confirm the removal of this authorization. Type "delete" next to CONFIRM and press ENTER.

```

>>PLEASE ENTER A VALID DESK TO ADD AUTHORIZATIONS FOR<<
  C O M M A N D   A U T H O R I Z A T I O N S
  Desks in Office AC:WORK   Authorizations:
Action   Desk      View      First 3 authorized
-        AC-PAYROLL 5100003   ACTLP
D        AC-REPT   5100003   ACMDC
-        AC-WORK
-        AC:WORK

Type "DELETE" to confirm
removal of authorization
for: AC-REPT
in View: 5100003
CONFIRM: delete

>>PF2 = Link a DESK and VIEW to authorize   PF6 = HELP<<

```

The message line at the top of the window will confirm the deletion.

```

>>AUTHORIZATION for AC-REPT has been DELETED<<
  C O M M A N D   A U T H O R I Z A T I O N S
  Desks in Office AC:WORK   Authorizations:
Action   Desk      View      First 3 authorized
-        AC-PAYROLL 5100003   ACTLP
-        AC-WORK   5100003   ACNDW   ACMC   ACABT
-        AC:WORK   5100003

>>PF2 = Link a DESK and VIEW to authorize   PF6 = HELP<<

```

D. Viewing New Command Authorizations

There are a couple of ways in which to view your command authorizations. Typing a "V" in front of a desk and view in Section 5 of US1 is one of these ways.

```

>>Please select an ACTION, mark section(s) or enter a "?" in ACTION for help
+-----+-----+-----+-----+
>>PLEASE ENTER A VALID DESK TO ADD AUTHORIZATIONS FOR<<      Year: 97 98
      C O M M A N D      A U T H O R I Z A T I O N S      Month: AUG
      Desks in Office AC:WORK      Authorizations:      =====
Action      Desk      View      First 3 authorized
-      AC-PAYROLL      5100003      ACTLP
-      AC-WORK      5100003      ACNDW      ACMC      ACABT
V      AC:WORK      5100003
+-----+-----+-----+-----+
mark here.

>>PF2 = Link a DESK and VIEW to authorize      PF6 = HELP<<
+-----+-----+-----+-----+ 8 9:57 PM --
    
```

If you wish to view your current authorization status for a particular command, type the command or module you wish to view the status for and press ENTER or press ENTER to page forward through the entire list of commands.

```

>>Please select an ACTION, mark section(s) or enter a "?" in ACTION for help
+-----+-----+-----+-----+
Department authorizations available at lower levels      98
from Menu IMM for Desk AC:WORK      in View 5100003      AUG
EXISTING      =====
STATUS      COMMAND      DESCRIPTION
-----
S      HHM      OVERVIEW HELP DOCUMENTS AND TUTORIALS
S      HDM      DISPLAY DETAILED HELP FOR SPECIFIC ITEMS
S      HAM      ACCOUNTING PROCEDURES MANUAL
S      IFM      PRINTED FINANCIAL REPORTS
S      IF1      LIST STANDARD FINANCIAL REPORTS
S      IF2      REPORT WRITER
S      IF4      DOWNLOAD REPORT WRITER FILE TO PC
S      IF5      PRINT MONTHLY STATEMENT OF ACCOUNT
S      IF6      DEPARTMENT REPORT SUBMISSION SCREEN
S      IF7      CREATE/UPDATE OBJECT CODE REPORT GROUPS
S      IF8      CREATE/UPDATE INQUIRY (REPORT) VIEWS
S      ILM      PRINTED LABELS

SPECIAL ACCESS COMMANDS AND LEVEL:
+-----+-----+-----+-----+
    
```

The YS1 screen is another way. All desk and administrative view combinations will be displayed on this screen. Typing the number "01" in the SELECT A DESK AND VIEW BY NUMBER field and an "X" in the SELECT AN ACTION field will display the authorizations for that desk/view combination.

```

*DEFINE          DISPLAY/SELECT PERSONAL AUTHORIZATIONS - YS1          Year: 97 98
Command: YS1     Account: _____ Misc: _____                Month: AUG
=====
Personal Authorization screen for ACNDW ,
CURRENT DESK: AC-WORK      CURRENT ADMINISTRATIVE: 5100003
Select a Desk and View by Number: 01   Select an Action: X
DESK      ADMIN.VIEW      VIEW DESCRIPTION
1. AC-WORK      5100003  ALL ACCOUNTS IN UNIT/SUB 5100003
2. AC-WORK      ACROUTE  ALL ACCOUNTS FOR OFFICE AC:WORK

-- 0 UT Austin  ----- PFl=Options ----- PF8=Exit ----- 8/02/98 09:41 PM --

```

If you wish to view your current authorization status for a particular command, type the command or module you wish to view the status for and press ENTER or press ENTER to page forward through the entire list of commands.

```

-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+ 98
Department authorizations available at lower levels                                UG
from Menu IMM for Desk AC-WORK in View 5100003                                  ===
EXISTING
STATUS  COMMAND  DESCRIPTION
-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
S      HHM      OVERVIEW HELP DOCUMENTS AND TUTORIALS
S      HDM      DISPLAY DETAILED HELP FOR SPECIFIC ITEMS
S      HAM      ACCOUNTING PROCEDURES MANUAL
S      IFM      PRINTED FINANCIAL REPORTS
S      IF1      LIST STANDARD FINANCIAL REPORTS
S      IF2      REPORT WRITER
S      IF4      DOWNLOAD REPORT WRITER FILE TO PC
S      IF5      PRINT MONTHLY STATEMENT OF ACCOUNT
S      IF6      DEPARTMENT REPORT SUBMISSION SCREEN
S      IF7      CREATE/UPDATE OBJECT CODE REPORT GROUPS
S      IF8      CREATE/UPDATE INQUIRY (REPORT) VIEWS
S      ILM      PRINTED LABELS

SPECIAL ACCESS COMMANDS AND LEVEL:
-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+

```

E. Helpful Hints

Because new commands are being added to the system as they are developed, it is best to assign command authorizations to the entire module whenever possible.

VI. ELECTRONIC DOCUMENT ROUTING

An electronic document (sometimes referred to as a FORM) is an electronic way to process. Electronic documents do the same thing that a manual (paper) form does, but they are created and approved using *DEFINE commands. (If you are not familiar with electronic documents, review the HH2 command information.)

Just as a paper form needs approval before it can be processed, so do electronic forms. This sounds simple and for most situations it is. But, the electronic document routing is very flexible and can be suited to each office's needs. This section describes many of the routing possibilities.

When an electronic document is created, *DEFINE determines which master view the document accounts belong to and that master view determines the document's routing. The routing controls the approvals required on the electronic document. Those required approvals needed are called the document's routing path.

In order for a document to process, the master view routing must be set up. The office manager and delegate do this in the US1 command, Section 6. Also, the SIGNER desk must be set up before a document can be approved and this is explained in Chapter VII.

There are three levels of routing: Departmental, Dean/VP, and Processing unit. Departmental and Dean/VP routing are explained in this section. Processing units are the areas such as Accounts Payable or Payroll that final approve documents. Their routing is unique to each area and is not explained in this chapter.

When you mark section 6 this window is the first thing you see.

```

>>Please select an ACTION, mark section(s) or enter a "?" in ACTION for help
*DEFINE          ELECTRONIC OFFICE MANAGEMENT - US1          Year: 97 98
Command: US1     Account: _____ Misc: _____      Month: JAN
=====
Office Name: 5100ET_____ --COVER SHEET--
+-----+
Action: ___ | >> Mark type of ROUTING to maintain |
            | To Add, Update or View ROUTING |
            | information, please mark one of | 1-2801
            | the following sections:         | -2801
            |                               |
            |   _ Departmental Routing       |
            |                               |
SECTION:    |   _ Dean/Vice President Routing | do - please mark here.
            |   _ Processing Department Routing |
            |                               |
+-----+
            |   _ 5. COMMAND AUTHORIZATIONS  |
            |   . 6. Electronic DOCUMENT ROUTING |
            |   _ 7. Electronic SIGNATURE Authorization |
            |   _ 8. DEPARTMENTAL CODING      |
            |   _ 9. Submit Reports           |
            |                               |
-- 0 UT Austin ----- PF1=Options ----- PF8=Exit ----- 1/28/98 5:24 PM --

```

This is what the US1 departmental routing screen looks like. Each 2 lines is one routing path going from left to right across the screen. The document moves one space each time the document is APPROVED! If the fields are left blank, then it skips directly to the SIGNER.

FORM/ NAME	CREATOR	DESKS IN ROUTING SEQUENCE					STATUS
< _____	_____	_____	_____	_____	_____	_____	SIGNER>
< _____	_____	_____	_____	_____	_____	_____	>

The fields underneath FORM/NAME and CREATOR are used to specify certain document types or creators that the routing applies to. You can set up a different routing sequence for each electronic document type or for each creator in your office. It is these fields that give the document routing its flexibility.

The fields under DESKS IN ROUTING SEQUENCE STATUS are the names of the desks that need to approve the specified form from a creator BEFORE the document goes to the SIGNER for approval. The document will move from desk to desk in left to right order. You do not have to specify any desks in the routing sequence if documents only need SIGNER desk approval.

The second line in the routing sequence will indicate whether the desk is strictly a review desk. Electronic documents do not stop at review desks. Information and notification copies are similar to xerox copies. The copies are strictly for information.

A. Departmental Routing

Departmental routing controls the document approvals within an electronic office. It is set up and maintained by the office manager and/or delegates for each MASTER VIEW that will be used by the office. That is why it is suggested that if all accounts in your office require the same approval, combine them into one master view.

The routing will list the desks, if any, that need to approve a specific FORM (document) before it gets to the office's SIGNER desk. When a document is routed to a desk for approval, one person who works that electronic desk must approve the document with action APP before it will route forward. Any Logon ID that is assigned to that DESK can take action on the document.

Within an electronic office, all documents may follow the same routing or different variations may be set up for specific documents and/or creator desks.

1. Default Departmental Routing

The following example shows default routing. In *DEFINE, when you assign electronic signature authority for your master view in Section 7 of the US1 command, default routing is automatically set up for your master view. The asterisk (*) in FORM NAME and the asterisk (*) in CREATOR means ANY (or ALL). There are no additional desks or stopping points in DESKS IN ROUTING SEQUENCE. What this routing does is tell *DEFINE that any document created by anyone using the accounts in the master view will go directly to the SIGNER desk for approval. If there is not specific routing set up for a document or creator, the document will follow this routing. If a more specific routing path is found, then the document follows that path instead of the default. The default routing should be established for EVERY master view.

FORM/ NAME	CREATOR	DESKS IN ROUTING SEQUENCE	STATUS
< * _	* _	_____	SIGNER>
<		_____	>

2. Variations in Departmental Routing

There are many variations that can be used in departmental routing. This section will show you how you can use some of these variations.

>> You may update routing sequences for this master view << D E P A R T M E N T A L R O U T I N G				8
Master View: 5100000 Title: ALL ACCOUNTS IN UNIT/SUB 5100000 Office: AC:TEACH Office Manager: LAURIE M MACKEY				L
=				
FORM/ NAME	CREATOR	DESKS IN ROUTING SEQUENCE	STATUS	
* _	* _	_____	SIGNER	
VP2	* _	MYACCTS_	_____	SIGNER
SERVICE PAY		_____	_____	
SS1	* _	MYSCHOL_	_____	
F/S AWARD		I	_____	
PR.	ACPURCH_	MYPURCH_	_____	
		_____	_____	
I = Information Only Copy				

This routing combination tells *DEFINE that any VP2 document created by anyone for accounts in this master view will go to desk MYACCTS after CREATOR approval. Someone on desk MYACCTS must approve the document before it routes forward to the VP2 SIGNER desk.

FORM/ NAME	CREATOR	DESKS IN ROUTING SEQUENCE	STATUS
< VP2	* _	MYACCTS_	SIGNER>
< SERVICE PAY		_____	>

You may also mask the last character of the FORM/NAME. Example: VP. in FORM/NAME field will make all VP documents (VP1, VP2, VP5, etc.) follow that same routing path.

In the following routing sequence, the "I" in the mark under a desk name means that desk will get an information copy of the document. Every person assigned to desk MYSCHOL will get an information copy. Since MYSCHOL is only a review desk, the document is routed to the SIGNER desk at the same time the information copies are sent. NOTE: If a person on MYSCHOL is also on the SIGNER desk, they will have 2 copies of the document in their inbox - one will be FYI (For your information) and the other will be FYA (For your approval).

FORM/ NAME	CREATOR	DESKS IN ROUTING SEQUENCE					STATUS

< SS1	*	MYSCHOL					SIGNER>
< F/S AWARD		I	-	-	-	-	>

Typing an "N", instead of an "I", will send a notification copy. The notification copy is like the information copy except that it is sent even if the desk or person has already seen the document.

In this example, any purchasing documents created by the creator desk ACPURCH for accounts that belong to this master view route to desk MYPURCH for approval before going to the SIGNER desk. If someone is assigned to the SIGNER desk and to desk MYPURCH, and approves the document for desk MYPURCH; then the document knows it has SIGNER approval and will not stop at the SIGNER desk.

FORM/ NAME	CREATOR	DESKS IN ROUTING SEQUENCE					STATUS

< PR.	ACPURCH	MYPURCH					SIGNER>
<			-	-	-	-	>

Also, if the same desk is specified twice in the routing sequence, the document will NOT stop at that desk the second time!

As you can see, a different routing path can be set up for each different document type and each different creator. The possibilities are many! Also, you may specify a desk that belongs to another electronic office in your departmental routing when necessary. If you do this, remember that you do not control who works on that other department's desk!

3. Routing Requirements

Some documents have different electronic approval requirements. For example, appointment and scholarship documents need more than one approver. SSB documents only require creator approval. VP2 payment vouchers need the SIGNER approval regardless of whoever else approves it. These document requirements are displayed in the HD7 command in *DEFINE.

4. Helpful Hints

Keep it as simple as possible! The more specific routing you set up, the more routing you have to maintain!!!

B. Dean/Vice President Routing

Dean/Vice President routing is used by units that have other units reporting to them (typically, though not restricted to, deans or vice-presidents). Dean/VP routing takes the document through the organizational hierarchy. The reporting hierarchy for a unit code can be viewed in the GG6 command. Refer to Chapter I for more information. This routing comes after the DEPARTMENTAL ROUTING is complete (after the document has been approved by the SIGNER desk).

Dean/VP routing is established by the offices that have other units reporting to them. Since this routing is optional, it is often referred to as "opting in". The reporting units cannot control whether the office above them opts in or not. Dean/VP routing may be for specific documents or creating units. It is not established for a master view, but for a unit that ends in 000. When it is set up, it will be for all units that begin with the same 4 numbers. NOTE: This routing will include ALL subunits that report to that unit.

1. Setting up Dean/VP Routing

The following shows an example of what the US1 Dean/VP routing might look like. A document will start this routing after the departmental SIGNER desk. After the Dean/VP routing sequence, the document will go to the processing unit.

S	< Unit: 9999000	Title: DEAN OF OFFICE SET UP	>
I	< Office: MY:DEAN	Office Manager: MYALP	>
G	<		>
N	< FORM/ CREATOR	DESKS IN ROUTING SEQUENCE	>
E	< NAME	STATUS	>
R	< -----	-----	>
	< AD. 9999	MY:DEAN_ _ _ _ _	>
		- - - - -	>
	< PR. * _ _ _	MY:DEAN_ _ _ _ _	>
	<	- - - - -	>
	< PRO 9999	*IGNORE_ _ _ _ _	>
	< SMALL ORDER	- - - - -	>

In Dean/VP routing, the FORM NAME field is used the same as for the departmental routing. The CREATOR field for Dean/VP routing is not a desk name. It is the 4 digits of the reporting units. You cannot specify individual subunits.

In this example, the office MY:DEAN owns unit 9999000 which has units that report to it. The dean's office needs to approve all appointment documents created by the units that report to 9999000. In the US1 command in Section 6, Dean/Vice-President routing, the office manager for the Dean's office has opted in on the appointment documents. After the departmental SIGNER desk approval, the document will route to desk MY:DEAN for approval before going to the processing office.

```
The DESKS IN ROUTING SEQUENCE are the same as for departmental routing.
< AD.      9999      MY:DEAN_ _____ >
          -          -          -          -
```

In the DESK IN ROUTING SEQUENCE fields, you may also use *IGNORE as a desk name. What this indicates is that all purchasing documents will go to MY:DEAN for approval except PRO's created by that reporting unit. PRO documents created by the reporting units will go directly to the processing area after their own SIGNER desk approval.

```
< PR.      *_____ MY:DEAN_ _____ >
<          -          -          -          - >
< PRO      9999      *IGNORE_ _____ >
< SMALL ORDER          -          -          -          - >
```

The first line sets up the purchasing documents to go to MY:DEAN and the second line tells *DEFINE to ignore that routing if the purchasing document is a "PRO".

Although not illustrated here, the review desk option is also available in the DESK IN ROUTING SEQUENCE of the Dean/VP routing.

2. Helpful Hints

You may want to consider work load requirements that will result from opting in. For instance, if you specify an asterisk (*) in FORM as well as in CREATOR, you will see all documents created by all of the subunits that report to yours! Unless you really want all of those documents, specify only the documents that you really want to approve.

VII. ELECTRONIC SIGNATURE AUTHORIZATION

When you process a paper document, an authorized signer must sign the document to approve it. This is referred to as manual signature authority. The persons who can sign manual documents for an account are listed in the *DEFINE GBS command.

Electronic signature authority is similar to the manual authorization except that instead of adding a signature in ink, the electronic signer approves the document. With electronic documents, the computer audits who can sign. The electronic signature authority is maintained with a SIGNER desk. This electronic SIGNER desk is created and updated in the US1, Section 7.

NOTE: Electronic signature authority is separate from manual signature authorization. Just because someone is listed as a manual signer does not mean that they are also an electronic signer and vice versa.

The office manager is the **ONLY** person who can update the office's SIGNER desk. The SIGNER desk is not like the desks in Chapter III. It is not linked to an administrative view, but instead is created for a master view. Also, you may not specify substitutes on the SIGNER desk as you can with the other desks in your office. A SIGNER desk must be established for each master view that will be used for document routing. That is why it is suggested that all accounts in your office that require the same approval be put into one master view.

The system will not activate a SIGNER desk without approval from the office manager. A default for the SIGNER desk is required. Either the office manager or the unit head must be specified as the DEFAULT signer. To activate the SIGNER desk, the office manager should access Section 7 of the US1 for the master view. This IS required to put the office manager's approval on the signer desk.

A. Who Should Sign?

To maintain electronic signature authorization, mark Section 7 of US1 and press ENTER.

```
>>Please select an ACTION, mark section(s) or enter a "?" in ACTION for help
*DEFINE          ELECTRONIC OFFICE MANAGEMENT - US1          Year: 97 98
Command: US1     Account: _____ Misc: _____      Month: AUG
=====
Office Name: AC:WORK_____ --COVER SHEET--

Action: ___ Description: WORK IN TEST

      Electronic Office Manager: ACNDW NANCY D WEISER 471-2802
      Delegates: ACABT ALICE B TOKLIS 471-2808

SECTIONS:
- 1. <--- If you don't know what to do - please mark here.
- 2. OFFICE
- 3. Electronic DESKS
- 4. VIEWS
- 5. COMMAND AUTHORIZATIONS
- 6. Electronic DOCUMENT ROUTING
- X 7. Electronic SIGNATURE Authorization
- 8. DEPARTMENTAL CODING
- 9. Submit Reports

-- 0 UT Austin ----- PF1=Options ----- PF8=Exit ----- 8/02/98 6:06 PM --
```

Either the office manager or the unit head must be specified as the DEFAULT signer. When you access the signer desk for a master view, the office manager's logon ID will automatically fill in for all documents. Press ENTER to view other documents. Press CLEAR to return to the cover sheet if no changes are necessary.

```

>>Please select an ACTION, mark section(s) or enter a "?" in ACTION for help
*DAL +-----+
Comm | >> You may update signer desks << | 98
==== | Master View: ACROUTE Title: ROUTING VIEW FOR ALL ACCTS | AUG
Off | Office: AC:WORK Office Manager: | ===
Act | Employees with approval to sign electronic documents: |
    | S I G N E R D E S K I N F O R M A T I O N |
    | DESK | SIGNER LOGON IDS |
    |-----+-----+
    | DEFAULT ACNDW | | | | | | | | | |
    |-----+-----+
    | SIGNER ADR ACNDW | | | | | | | | | |
    | SIGNER ADU ACNDW | | | | | | | | | |
    | SE SIGNER AD1 ACNDW | | | | | | | | | |
    | SIGNER AD2 ACNDW | | | | | | | | | |
    | SIGNER AD3 ACNDW | | | | | | | | | |
    | SIGNER GGV * | | | | | | | | | |
    | SIGNER NT1 ACNDW | | | | | | | | | |
    | SIGNER OV1 ACNDW | | | | | | | | | |
    | * = no signers required by administration, may optionally add |
    |-----+-----+
    | _ 9. Submit Reports |
    |-----+-----+
-- 0 UT Austin ----- PFl=Options ----- PF8=Exit ----- 8/02/98 6:06 PM --

```

As you know *DEFINE is constantly changing. New electronic documents are added based on users needs. Having a default signer set up for the signer desk allows new documents to process without any additional maintenance needed on the signer desk.

The default signer can be changed for documents if you wish. In the following example, the default signer (ACNDW) is not the signer on the PRO and PR4 documents. Up to 8 persons may be listed on the SIGNER desk. Only one of these persons will need to approve (APP) an electronic document for it to route forward to the processing unit. Each document type (FORM) can have a different group of people on the SIGNER desk.

```

>>Please select an ACTION, mark section(s) or enter a "?" in ACTION for help
*DAL +-----+
Comm | >> You may update signer desks << | 98
==== | Master View: ACROUTE Title: ROUTING VIEW FOR ALL ACCTS | AUG
Off | Office: AC:WORK Office Manager: | ===
Act | Employees with approval to sign electronic documents: |
    | S I G N E R D E S K I N F O R M A T I O N |
    | DESK | SIGNER LOGON IDS |
    |-----+-----+
    | DEFAULT ACNDW | | | | | | | | | |
    |-----+-----+
    | SIGNER PRO ACGEM ACGER | | | | | | | | | |
    | SIGNER PR3 ACNDW | | | | | | | | | |
    | SIGNER PR4 ACALP | | | | | | | | | |
    | * = no signers required by administration, may optionally add |
    |-----+-----+
    | |
    |-----+-----+
-- 0 UT Austin ----- PFl=Options ----- PF8=Exit ----- 8/02/98 6:06 PM --

```

In this example, PRO documents created for accounts in the master view must be approved by ACGEM or ACGER before leaving the office routing. ACALP is listed on the PR4 SIGNER desk so PR3 documents will go to this person for approval. For the PR3, no other logon was specified so the default filled in automatically.

B. Helpful Hints

You should keep your SIGNER desk updated. If someone leaves or if they should no longer be an electronic signer, remove their logon ID from the signer desk.

VIII. REPORTS

There are numerous reports available to help you manage your office. Mark Section 9 of the US1 screen and press ENTER to submit these reports. You may also submit these reports by pressing PF15 from the US1 cover sheet.

```
>>Please select an ACTION, mark section(s) or enter a "?" in ACTION for help
*DEFINE          ELECTRONIC OFFICE MANAGEMENT - US1          Year: 97 98
Command: US1     Account: _____ Misc: _____        Month: AUG
=====
Office Name: 5100ET_____ --COVER SHEET--

Action: ____ Description: EDUCATION AND TRAINING

      Electronic Office Manager: ACHBS HARRIET B STOWE 471-2797
      Delegates: APMC MARIE CURIE 471-2805
                : ACNDW NANCY D WEISER 471-2802

SECTIONS:
- 1. <--- If you don't know what to do - please mark here.
- 2. OFFICE
- 3. Electronic DESKs
- 4. VIEWS
- 5. COMMAND AUTHORIZATIONS
- 6. Electronic DOCUMENT ROUTING
- 7. Electronic SIGNATURE Authorization
- 8. DEPARTMENTAL CODING
  X 9. Submit Reports

-- 0 UT Austin ----- Pfl=Options ----- PF8=Exit ----- 8/02/98 5:47 PM --
```

The following screen will be displayed. Mark next to the report you wish to submit and press ENTER.

```
>> Last entry; mark jobgroup to submit or ENTER to return <<
*DEFINE          Starting Jobgroup: _____

Jobgroup Description                                     Jobgroup
- UNIT CODE REPORT - LEVEL NUMBER ORDER                AQJGAA11
- UNIT CODE REPORT - HIERARCHICAL ORDER                AQJGAA13
- REPORT OF COMMANDS WITH NOTEPAD NOTES                AQJGHH51
- LIST OF ALL ACCOUNTS IN A VIEW OR UNIT               AQJG0331
- RPT OF SIGNATURE AUTH (BY UNIT/BUDG/ACCT/NAME)       AQJG3028
X REPORT OF COMMAND AUTHORIZATIONS FOR AN OFFICE        DJJGAT1
- REPORT OF *DEFINE COMMAND AUTHORIZATIONS FOR A USERID DJJGUSE1
- DETAIL REPORT OF ONE ACCOUNT                         DJJGUSWA
- REPORT OF OFFICE STRUCTURE                           DJJGUSW1
- REPORT OF ROUTING AND SIGNATURE AUTHORIZATION         DJJGUSW2
- REPORT OF ALL ACCOUNTS IN AN OFFICE AND THEIR VIEWS  DJJGUSW3
- REPORT OF DESKS IN AN OFFICE                         DJJGUSW4
- REPORT OF VIEWS IN AN OFFICE                         DJJGUSW5
- REPORT OF UNITS IN AN OFFICE                         DJJGUSW7
- DETAIL REPORT OF CODE SCHEME VALUES FOR AN OFFICE   DJJGUSY4
```

A screen similar to the following will be displayed. Each report has a unique selection criteria screen which applies to the type of report you are requesting. Type the appropriate information and press ENTER to submit the report. These reports are printed overnight and will be sent to your DP output shelf in the Main Building.

```

+-----+
| >> Please enter your selection criteria << |
| DIJGAUT1 |
| REPORT OF COMMAND AUTHORIZATIONS FOR AN OFFICE |
| |
| Send Output To: ACNDW | Copies: 01 |
| | | Run Class: N |
| REPORT OF COMMAND AUTHORIZATIONS FOR AN OFFICE |
| |
| Selection Criteria |
| Information needed | Your Input |
|-----|-----|
| NO INPUT NECESSARY (COMP/FY1/FY2) | 09798 |
| ACTION OR DEFINE | |
| OFFICE NAME OR | |
| DESK NAME AND | |
| VIEW NAME | |
| DEGREE OF DETAIL (LOW,M,HI,XHI) | - |
+-----+

```

The above screen allows you the flexibility of submitting reports for an entire office or just for a specific desk or for a specific administrative view. There are also degrees of detail. The highest degree of detail will show you the most information.

IX. CREATING A NEW OFFICE

Before creating the desks and views within an office, the structure must be created! Some office managers/delegates inherit existing offices. In these instances the office structure has already been created. For others, the structure will need to be built. This requires getting a name for the electronic office and determining who will be the office manager and delegates, as well as moving units into the office. This section explains what steps to take when creating a new office.

A. Before you start

Before you actually get into the US1 command and start entering information, it is very helpful to plan what you are going to do. There are certain pieces of information you need to know. Use the following Office Checklist to gather this information.

Office Manager Name: _____ Logon ID: _____

This person is responsible for maintaining command authorizations, electronic signature authority, etc.

Office Delegate Name: _____ Logon ID: _____

Office Delegate Name: _____ Logon ID: _____

Office delegates serve as backup for the office manager. Up to two delegates may be assigned to an office. You must have at least one delegate for your office. Delegates have the same authority as the office manager except they cannot update electronic signature authority.

Office Name: ____:_____

Each electronic office must have a unique name assigned to it. Office names can be up to 10 characters long. The first two characters should correspond to your logon ID prefix (i.e., for logon ACXXX "AC" is the prefix). The third character should be a colon (:). The last seven characters are free form. They can be a combination of alpha and numeric characters. It is best not to use your logon ID as part of the name. Try to think of something that describes the office function.

Office Description: _____

This is a free form description of what your office is. You have three lines available for this.

Unit Codes: _____

You must determine what units your office will control. Unit codes are groups of accounts. Each unit code can only be assigned to one electronic office. You can find the unit code for an account by using the HD2 command. See other sections of this outline for more information about unit codes, or call the Office of Accounting Help Line (471-8802) if you need assistance.

Account Numbers: _____

This is OPTIONAL. If you need access to accounts that already belong to another electronic office enter them here.

Staff Logon IDs: _____

If there are other people besides the office manager/delegates who will need access to your accounts, enter their logon IDs here. You will need this information in order to set up desks.

Office Organization:

Start thinking about how your office should be organized. How are duties divided among your staff? Who signs forms? Do you need to restrict access to certain accounts? Forms for this purpose are in the appendix.

B. Moving units into an office

Remember from Chapter I that the accounts are grouped into units and only the unit head (administrator) can decide what is done with them. They decide which office will control their unit or if the unit will be moved into an office at all. If a unit head does want their unit assigned to an electronic office, they can do one of these 2 things:

- a. Logon to *DEFINE and go to the UU2 command. The system knows the correct units assigned to that person's social security number. From the UU2 command the unit head can specify which office should control his or her units.
- b. Complete a "Move Unit to Office Request" and return it to the Office of Accounting. This will tell us which office will control the units(s) and we will move the unit into the specified office.

If a unit head wants to control the units electronically, then he or she should be the electronic office manager.

Now we have an office name and we have people in charge of the office.

(After taking the above steps, we also have a default desk and default views, but these are explained in the next sections!)

C. What Else Can be Done to Our Office?

1. Purchasing (PMM)

If you would like to use the electronic purchasing documents, contact purchasing at 471-4266. They will assign a purchasing center to your office. Note: you cannot create electronic purchasing documents without having a purchasing center assigned to your office.

2. Departmental Ledger Module (LMM)

If you would like to use *DEFINE to keep your departmental books in the LMM Departmental Ledger module, you will want to attend the classes that will assist you. Departmental coding is maintained in Section 8 of the US1 command. For more information on departmental coding or other aspects of departmental bookkeeping, enroll in the classes on Posting, Reconciliation, and Coding. Look at TXClass at URL: <http://dpWEB1.dp.utexas.edu/txclass/> for a list of upcoming classes or to enroll in a class.

X. COMMONLY ASKED QUESTIONS

A. I Can't Access a Command

If someone in your office cannot access a command, ask them if they have accessed it before.

If the answer is "yes" and you have not made any changes, find out if they are using the correct desk/administrative view. This can be found on the YS1 command in *DEFINE. Using the incorrect desk could be the problem.

If the answer is that they have not had access to the command before, then go to the US1, Section 5 command authorizations and add status for that command for their desk/administrative view. NOTE: If you would like to find out what the command is for before you give access to it, go to the command and press PF6 or use the PF10 on-line information center. The PURPOSE and CONCEPTS of the PF6 help explains what the *DEFINE command is used for.

B. I Need To Create Purchasing Documents in My Office

In order to create any purchasing documents in *DEFINE, you must have a purchasing center assigned to your electronic office. To do this, call Purchasing at 471-4266 and give them your exact office name. They will assign a purchasing center to your office. Then, when you assign command authorizations to a desk/view combination, you can also authorize that desk/view to use your purchasing center.

C. I Need to Add Someone to a Desk

To add someone to a desk in your electronic office, you must be the office manager or a delegate for that office. If you are, then go to the US1 command. Make sure your office name appears in the Office: field.

Then, follow these steps below:

1) TAB down to Section 3, Electronic Desks and type an "X" in the mark to the left of 3 and press ENTER. This will bring up a screen that lists all of the desks that exist in your office.

2) In the mark to the left of the desk name, type a "U" and press ENTER. This will bring up a window that shows the desk name, description, and people assigned to the desk.

3) TAB your cursor down to an available space under the List of Desk Assignees. If all fields are full, press ENTER to access the next page of assignees. If there are already 40 people on the desk, you will need to create a new desk for any additional users.

4) The first mark (one character field) is where you can specify that a person is a substitute for the desk. See Chapter III for an explanation of "substitute". The 5 character field to the right of that mark is where you type in a persons user ID to add them to a desk.

D. I Want to Access *DEFINE

1) First, find out if they have a logon (user) ID. If they don't, have the departmental contact call the Administrative Computing Services at 471-8800 and request a logon ID and password for that person.

2) If they have a logon ID, then they have access to *DEFINE and are automatically on the "PUBLIC" desk. This does not allow them to access very many *DEFINE commands, so they probably want you to assign them to a desk.

3) Find out what *DEFINE commands that person will need access to and (if any) accounts they should be able to view.

If you know this person has replaced someone else, then it may be sufficient to assign the new person to the desks(s) that the other person used.

4) If you are familiar with what your office's desk/view combinations allow persons to do, then all you will need to do is go to Section 3 of the US1 command and add that persons to the correct desk. That will give them access to the *DEFINE commands and the accounts they need.

5) If you are not familiar with what the different desk/view combinations allow persons access to, you will need to do research before you assign them to a desk. See WHAT IS THAT DESK/VIEW FOR? below.

NOTE: Don't immediately create a new desk because that will make more work in the long run!!

E. The Office Manager Is Leaving

The most important thing to have the outgoing office manager do BEFORE he or she leaves is to designate the new office manager. To do this, go to US1, Section 1 and in place of the Office manager's logon ID, they should type the logon ID of whoever will be their replacement.

If the office manager does leave without assigning a new manager, the unit head can write a letter to Education & Training requesting a new office manager be assigned. This letter should include the electronic office name, the name of the old office manager, and the name and logon ID of the new office manager. Please be aware that there can be delays involved with this which could cause problems for the department. The delegates can not update the office manager designation.

F. What is That Desk/View For

If you would like a printed report of what the desks and views in your office contain, the US1 Section 9 has reports available. You will want to request these 2 reports:

Report of Command Authorizations for an Office: This will show all of the desk/administrative view combinations for an office and the command authorizations for each desk.

Report of Views for an Office: This will show all accounts in administrative, inquiry, and master views and the accounts assigned to them. You will only need to look at the administrative view information.

NOTE: You will want to request the highest detail possible for these reports. Also, these reports process overnight and will print to your data processing shelf.

If you don't want to print a report, you have several places to look for the information that you need.

- 1) US1 Section 3 Desks. This section shows what desks you already have for your electronic office.
- 2) US1 Section 4 Views. You will want to look at what administrative views your office has and see what units (or accounts) are contained in each. If do not know which accounts belong to a specific unit, use the GG5 command.
- 3) Go to US1 Section 5 Command Authorizations. This will show what desks are linked to which administrative view and allow you to see what access the desk/view has for specific *DEFINE commands.

G. We Need to Process Electronically

To process electronically on an account, the unit must be moved into an office. If you are the unit head and wish to retain electronic control of your unit, you must set up the office yourself. If someone else will be the office manager, have them create the electronic office.

As a unit head, you are the only person that can assign your units to an electronic office. This may be done 2 ways: If you log on to *DEFINE, go to the UU2 command. The computer will know by your logon ID which units are assigned to you. In the UU2 command, you will specify the name of the electronic office that will control your unit(s). If you do not use *DEFINE, you may submit a "Move a Unit Request" form to the Office of Accounting and they will assign the units to the office you specify.

Once you have assigned the unit to an electronic office, then the office manager will need to go to the US1 command and set up the electronic office structure.

H. I Need to Create a New Office

- 1) Get an overview of all the current processes in your office like:
 - Who does the purchasing?
 - Who reconciles the statement of account?
 - Who does the appointments?
 - Who pays the bills?
 - Who needs to sign or approve each of these?
- 2) Print out Section K the New office Checklist and complete this information.
- 3) Create the office with US1 action NEW
- 4) Move the units into the office.
- 5) Create the office structure (i.e. desks, views, routing, etc....).
If you need assistance with this, call the Office of Accounting Help Line at 471-8802.

APPENDIX I: GLOSSARY

Account	A 10-digit account number used for recording accounting transactions. Example: 19-0220-0151.
ACIC	The Office of Accounting Help Line logon ID. Users can send mail messages with questions or suggestions to ACIC in *TXMAIL (or by pressing PF14 in *DEFINE).
Administrative View	A view used for controlling what accounts a user can view and/or update. Administrative views are created and updated by the office manager/delegates in Section 4 of the US1 command. When a unit is assigned to an office an administrative view for that unit is automatically generated. Multiple administrative views may be created. Unlike master views, a unit or account <u>can</u> be included in more than one administrative view.
Budget Group	A budget group is a group of accounts that have the same first 8 digits. Example: 19-0220-01.
Code Scheme	A set of departmental codes owned by an office. Values for codes and audit rules relating to them are maintained in the code scheme. Only the office manager/delegates can create and update code schemes in Section 8 of the US1 command. After a code scheme is assigned to an office it cannot be deleted or changed. Course DE 206 teaches how to add and maintain code schemes.
Command Authorizations	Used to control which commands a person can use in *DEFINE. Command authorizations are given to desk and administrative view combinations in Section 5 of the US1 command. There are 3 levels of authorization: supervisor status, update status, and view status.
Contacts	Who to contact with questions regarding an account. Contacts are divided into various categories: accounting contact, ledger sheet contact, travel contact, etc. Contacts are maintained at the unit or account level in the GG5 command.
Dean/VP Routing	Routing established by units which have other units reporting to them (typically, though not restricted to, deans and vice presidents). These units have the option to require certain documents to be routed through their office prior to routing to the processing unit. The office which owns the unit creates and updates this type of routing in Section 6 of the US1 command.
Default Desk	The desk automatically created when an office is created. The default desk has the same name as the office and the office manager/delegates are automatically assigned to it. It is updated in Section 3 of the US1 command.
Delegate	An assistant to the office manager assigned in Section 2 of the US1 command. An office may have up to two delegates. Delegates have the same authority as office managers <u>except</u> that they cannot update signature authority, or change the office manager.

Departmental Code	An alpha or numeric code assigned to departmental transactions. Departmental codes are located within 1 of 6 code fields and are used in departmental record keeping only. These codes offer departments more flexibility in categorizing transactions for reporting purposes. Codes are maintained in a code scheme in an office in Section 8 of the US1 command.
Desk	One of the basic elements of an electronic office. A desk is a group of people, and may have up to 40 people assigned to it. Desks are created and maintained by the office manager/delegates in Section 3 of the US1 command. In order for a desk to be functional it must be linked to an administrative view. A desk may be linked with more than one view.
Document	An electronic form used for recording accounting transactions. Examples: VP2 - service voucher; PBO - small purchase order form; AD1 - personnel appointment form.
Electronic Signer	Individuals who have authority to 'sign' electronic documents. Electronic signers are maintained on a signer desk in Section 7 of the US1 command.
Empty View	An administrative view with no accounts in it. This type of view can be used for data entry desks. Workers on a desk using this view can create documents only and are not allowed to view account information. To create this type of view simply create an administrative view in Section 4 of the US1 command but do not give it any accounts.
Form	A synonym for document.
Inquiry View	A view used for reporting purposes. Unlike master and administrative views, inquiry views can be created by anyone with update authority for the IF8 command. An office can only get reports for accounts it is authorized for. (Exception: offices can create views for accounts that report to them.)
Lower Level	Used in the command authorization screens in Section 5 of the US1 command. If a menu is listed as 'lower level' then authorizations for that menu are maintained at a lower level. Putting 'L' in the field will take you to the lower level to see the authorizations. Lower level is typically used when a desk shouldn't have access to all commands in a particular module. Example: authorization for VP1 only.
Master View	A view used to control document routing. Master views are created and updated by the office manager/delegates in Section 4 of the US1 command. However, an account can only be assigned to <u>one</u> master view. Whenever a unit is assigned to an electronic office a master view for that unit is automatically generated. Other master views may be created. This is often done so that units and/or accounts can be combined into one main master view.
Object Code	A 4-digit code used to categorize transactions for reporting purposes. Every accounting transaction must have an object code assigned to it. Object codes are created and updated by the Office of Accounting.

Office	The organizational structure in *DEFINE created and maintained in command US1. An office consists of a group of people (assigned to desks) and units (grouped into views). An office has 1 office manager and up to 2 delegates (assistants). An office receives control of a unit from a unit head and provides administrative support for the accounts in the units assigned to it.
Office Manager	The owner of an electronic office assigned in Section 2 of the US1 command. Office managers assign delegates (assistants), create/update desks, views, and command authorizations. They are the only ones who can update electronic signature authority or change the office manager.
Office of Accounting Help Line	A help line manned by the Education & Training staff in the Office of Accounting. E&T staff are experts in office management. Call them at 471-8802 if you need help.
Personal Desk	A desk named with a logon ID set up in Section 3 of the US1 command. The system automatically puts the owner of the logon as the desk worker. No other workers can be assigned to that desk.
Processing Unit	A unit which has final approval on a document after the document has received all departmental approvals. Examples of processing units: Purchasing, Payroll, Accounts Payable, etc. Each document type has a processing unit responsible for it.
Processing Unit Routing	Controls the approvals required on an electronic document after the document is received by the processing unit. The processing unit sets up and maintains this routing in Section 6 of the US1 command.
Public Desk	Every user of *DEFINE is authorized for the public desk. This desk allows limited access to commands within the system. In order to look at account information, process electronic documents, etc. a user must have authorizations for desks other than the public desk.
Purchasing Center	A code used to identify a department (or an area/section within a department) that is using the automated purchasing system. Purchasing centers are setup and assigned to an electronic office in Section 2 of the US1 command by the Purchasing Office (471-4266).
Review Desk	Any desk in a routing path which is used for reviewing only. Documents do not stop at these desks for approval. Review desks simply receive an information or notification copy automatically. To make a desk a review desk, type the desk name in the routing sequence in Section 6 of the US1 command and type 'I' or 'N' in the field below.
Routing	Controls the approvals required on electronic documents. Routing setup is very flexible and can be established for different document types and/or accounts in Section 6 of the US1 command. There are three levels of routing: departmental, Dean/VP, and processing unit.
Routing Path	The approval process for an electronic document. A document is routed electronically to different desks in different offices.

Signer Desk	A group of people which have signature authority on electronic documents. A signer desk may have up to 8 people. There is one signer desk per master view. The default signer is the office manager. Signers can be updated by the office manager in Section 7 of the US1 command.
Subaccount	The last 2 digits of the 10-digit account number. A subaccount is also referred to as a "budget category". A budget group may have many subaccounts. Example: 51 and 96 are subaccounts of budget group 19-0220-01 in the accounts - 19-0220-0151 and 19-0220-0196.
Subunit	The last 3 digits of the 7-digit unit code. The subunits are a further breakdown of the unit. Example: Units 5100000 and 5100001 - the subunits are 000 and 001.
Supervisor Status	Used in the command authorization screens in Section 5 of the US1 command. The highest level of command authorization which provides another level of security for commands that need it. Desks with this status can view <u>and</u> update commands. Some commands will allow certain updates only if a user has supervisor status.
Unit	<p>A group of accounts. A 7-digit unit code is established for each official entity of the University (i.e., an academic or administrative department, research center, or individual project director). Accounts belonging to a unit are assigned the corresponding unit code by the Office of Accounting.</p> <p>Units are assigned to electronic offices. All accounts within a unit are owned and managed by the office the unit belongs to.</p>
Unit Head	The administrator of a unit. The unit head is the only one with authority to assign a unit to an office (UU2 command).
Update Status	A level of command authorization in Section 5 of the US1 command. Desks with this status can update information within a command.
View	A group of accounts. There are three types of views: administrative views, master views, and inquiry views. Views may contain units and/or accounts.
View Status	A level of command authorization in Section 5 of the US1 command. Desks with this status can only view commands, not update them.

APPENDIX II: OFFICE CHECKLIST

Before you create a new office there are certain pieces of information you need to know. Use the following checklist to gather the information you need to know.

- 1) Office Manager Name: _____ Logon ID: _____

This person is responsible for maintaining command authorizations, signature authority, etc.

- 2) Office Delegate Name: _____ Logon ID: _____

Office Delegate Name: _____ Logon ID: _____

Office delegates serve as backup for the office manager. Up to two delegates may be assigned to an office. You must have at least one delegate for your office. Delegates have the same authority as the office manager except updating signature authority.

- 3) Office Name: _____:_____

Each electronic office must have a unique name assigned to it. Office names can be up to 10 characters long. The first two characters should correspond to your logon ID prefix (i.e., for logon ACXXX "AC" is the prefix). The third character should be a colon (:). The last seven characters are free form. They can be a combination of alpha and numeric characters. It is best not to use your logon ID as part of the name. Try to think of something that describes the office function.

- 4) Office Description: _____

This is a free form description of what your office is. You have three lines available for this.

- 5) Unit Codes: _____

You must determine what units your office will control. Unit codes are groups of accounts. Each unit code can only be assigned to one electronic office. You can find the unit code for an account by using the HD2 command. Use the PF10 glossary for more information about unit codes, or call the Office of Accounting Help Line (471-8802) if you need assistance.

- 6) Account Numbers: _____

This is OPTIONAL. If you need access to accounts that already belong to another electronic office enter them here.

- 7) Staff Logon IDs: _____

If there are other people besides the office manager/delegates who will need access to your accounts enter their logon IDs here. You will need this information in order to set up desks.

- 8) Office Structure: Start thinking about how your office should be organized. How are duties divided among your staff? Who signs forms? Do you need to restrict access to certain accounts? (Forms for this purpose are available from Education & Training.)

- 9) Move Unit To Office Request Form: Chances are, if you are filling out this checklist, you've already talked to someone in Education & Training. If not, please contact them at 471-8802. In order for a unit to be assigned to your office you must complete a Move Unit To Office Request Form. E&T can provide you with a copy of the form and explain to you how to use it.

APPENDIX III: OFFICE SETUP QUIZ

1	Empty view	Public desk
8	Group of accounts	Review desk
40	Group of people	Routing
Administrative	Inquiry	Signer desk
Automatically	Master	Viewing & updating
Default desk	Personal user ID desk	

Fill in the blanks. Fill in the questions below with a word or phrase from the list above. (Words/phrases can be used more than once.)

1. A view is a _____ .
2. A desk is a _____ .
3. List the three types of views:
 - 1) _____
 - 2) _____
 - 3) _____
4. List five types of desks:
 - 1) _____
 - 2) _____
 - 3) _____
 - 4) _____
 - 5) _____
5. Up to _____ people can be on a regular desk.
6. Up to _____ signers can be on the signer desk.
7. Each _____ view has one signer desk.
8. Command authorizations are created by linking desks and _____ views.
9. Master views group accounts together for _____ purposes.
10. Administrative views group accounts together for _____ purposes.
11. When a new unit is assigned to an office, an administrative view and master view for that unit are _____ created.
12. An _____ contains no accounts or units.
13. Up to _____ people can be on a personal user ID desk.

DE 217 Outline

True/False:

1. ___ A unit can belong to multiple administrative views.
2. ___ A unit can belong to multiple master views.
3. ___ A unit can belong to multiple offices.
4. ___ Accounts which are in different master views cannot be used on the same electronic document.
5. ___ It is always best to use personal user ID desks whenever possible.
6. ___ Office managers and delegates are assigned in Section 2 of US1.
7. ___ Office managers/delegates don't need to do anything further whenever a unit is moved into an office because administrative and master views are automatically created for that unit.
8. ___ Only the delegates can update electronic signature authority.
9. ___ Searching for OFFICE information using the SEA action in US1 provides the "big picture" for an office (i.e., it's units, views, desks, manager/delegates, etc.).
10. ___ Signer desks must be linked to a master view using Section 5 of US1.
11. ___ The default desk of the office manager is automatically linked to every administrative view in an office.
12. ___ There are no reports in *DEFINE that list units, desks, or views in an office.
13. ___ When a new master view is established the office manager must go to Section 7 of US1 in order to make it functional.
14. ___ You can authorize another electronic office for one of your accounts by putting the account number into their administrative view.
15. ___ You set up the signer desk in Section 3 of US1.
16. ___ ACTION is required when you use US1.

Matching:

- | | |
|-------------------------------|--|
| 1. ___ Administrative view | A. An action available in US1 |
| 2. ___ Command authorizations | B. Automatically linked with every administrative view |
| 3. ___ Default desk | C. Controls electronic signature authority |
| 4. ___ Master view | D. Desks linked with administrative views |
| 5. ___ Office manager | E. Used for command authorizations |
| 6. ___ SEA | F. Used for document routing |